Job Opportunity

California State Library
FOUNDED 1850
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

Associate Personnel Analyst

May consider Staff Services Analyst
Posting Date: September 6, 2016

IF IT'S A CHALLENGING POSITION YOU'RE LOOKING FOR, WE HAVE THE IDEAL JOB FOR YOU!

Are you looking for a fast paced and challenging position that will provide you with extremely valuable Human Resources experience with extensive variety? The State Library, Human Resources Services Office, is seeking a talented and dedicated professional for a Associate Personnel Analyst (APA) position. Under the general direction of the Personnel Officer, the APA independently performs a variety of the more complex and highly technical personnel management duties in the areas of classification and pay, health and safety, testing and selection, transactions, and EEO.. The incumbent acts as a consultant for CSL managers, supervisors, and program specialists on a myriad of personnel management issues.

DESIRABLE QUALIFICATIONS:

- Knowledge of principles and practices of civil service personnel management.
- Knowledge of civil service laws and rules, regulations and bargaining unit contracts.
- Experience researching, analyzing and solving difficult personnel problems with a high degree of initiative, and independence.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Ability to communicate effectively both orally and in writing.
- Ability to adjust to shifting priorities and meet deadlines.
- Dependable and punctual with an excellent attendance record.
- Demonstrated ability to maintain confidentiality, open-mindedness, flexibility, courtesy, and tact.
- Knowledge of and/or experience with the civil service progressive discipline process.
- Experience in civil service examination administration.
- Experience as a Personnel Specialist or Senior Personnel Specialist.

Application Process:

Establish Eligibility:

Current state employees with a status as an APA, or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply. If you are not currently on the APA exam list, you may take the exam (s) here: https://jobs.ca.gov/Public/Bulletin.aspx?examCD=9PB04

Apply for the Position:

- Complete a standard state examination/employment application form https://jobs.ca.gov/Profile/StateApplication with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678 (STD 678) and
- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application and
- Mail or deliver your completed application to the California State Library (CSL):

⇒ Mail: Human Resources Services Office, PO Box 942837, Sacramento, Ca 942837, Sacramento, CA 94237

⇒ In Person: HRSO Drop Box CSL Annex, 900 N Street, 1st Floor Drop Box

or

- Electronic application (through your CalCareer Account) https://jobs.ca.gov/

Additional Information:

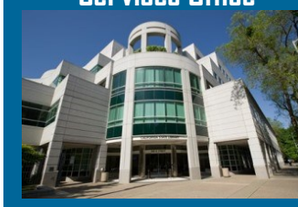
SROA/Surplus candidates are encouraged to apply. Appointment is subject to SROA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments will be considered and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the APA are available here: http://www.calhr.ca.gov/state-hr-professionals/Pages/5142.aspx

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.

Human Resources Services Office



- PC # 4030
- PERMANENT/FULL-TIME
- $4600-$5758/MONTH
- FINAL FILE DATE: **SEPTEMBER 20, 2016**

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services, and the Administrative Services Bureau, including Human Resources.

The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

The Library's Human Resources staff provides full service personnel management support for its programs, employees and management.

Phone: 916-654-0202
E-mail: csljobs@library.ca.gov
Website: www.library.ca.gov