



May 12, 2014

JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: **ASSOCIATE PERSONNEL ANALYST**
MAY CONSIDER STAFF SERVICES ANALYST
POSITION IS DESIGNATED CONFIDENTIAL

TENURE/TIME BASE: **PERMANENT / FULL TIME**

BUREAU/SECTION: **ADMINISTRATIVE SERVICES / HUMAN RESOURCES**

MONTHLY SALARY: **\$4400 – \$5508**

SUMMARY:

Under the general direction of the Personnel Officer, the incumbent is responsible for providing technical expertise, training, guidance, assistance and support to the California State Library (CSL) employees, supervisors and managers in matters relating to the personnel management program. The incumbent performs the full range of the most responsible, difficult and complex personnel analysis and tasks associated with a variety of projects related to position allocation, appropriate pay levels, organizational structure, recruitment, candidate eligibility, hiring, position control and vacancy reporting; classification and pay, health and safety, labor relations and employee discipline for their assigned programs.

DUTIES:

Reviews, evaluates and properly classifies positions; reviews proposed personnel actions for conformity with the California Department of Human Resources (CalHR) rules, regulations, and civil service classification plan allocation standards. Assesses the Department's existing classification plan; identifies and evaluates program needs; analyzes and determines appropriate alternatives to meet program needs; Consults with management regarding classification issues, provides advice and assistance on allocations, identifies alternatives, and makes recommendations for improvement to existing position allocations and correcting misallocations; provides approval or denial on position allocation requests. Reviews and analyzes requests to establish and/or reclassify positions and conducts on-site position audits to determine appropriate allocation levels. Reviews comparable classifications to determine the appropriate class to perform the proposed duties or tasks, or which contain the appropriate knowledge, skills or abilities. Reviews existing and proposed organizational structures and job descriptions and makes recommendations for appropriate revisions.

Reviews and approves or denies training and development plans, special hiring rates, and out-of-class requests. Provides technical guidance in analyzing and determining the application of hire-above-minimum, alternate range criteria, leaves of absences, salary setting for CEA and Exempt employees, and reinstatement rights to ensure requests meet departmental and control agency guidelines. Conducts special classification and pay studies; identifies alternatives for changes to the Department's classification plan; recommends appropriate

action to be taken; develops and prepares proposals for the establishment of new classifications and specification revisions and develops allocation standards or guidelines. Participates as a management expert on labor management teams to implement classification changes.

Prepares 625 document packages for submission to CalHR to obtain allocation approvals. Prepares exempt or CEA position justifications or exempt or CEA level upgrades for review by the Personnel Officer, CSL Executives, CalHR/SPB and the Governor's Office.

Independently advises all levels of management on varied and complex personnel management issues including interpretation and enforcement of labor agreements as they relate to compliance with collective bargaining issues when dealing with wages, hours, hiring, transfers, layoffs, leaves, employee grievances, discipline, and classification issues. Investigates and drafts responses to grievances for management's approval. Attends settlement discussions with labor union representatives, pre-arbitration conferences and arbitration hearings. Assists management in meet and confer sessions with exclusive representatives of CSL employees. Represents the CSL as a member of the State's bargaining team during statewide negotiations for assigned bargaining units. Analyzes bargaining proposals and agreements for Department impact. Agrees with or opposes specific bargaining proposals or courses of action with consent from CSL management. Briefs management on union proposals. Facilitates implementation of and compliance with the collective bargaining agreements which includes providing written and verbal contract interpretations, management briefings, and administers training on labor relations issues to all levels of management. Prepares Union notice documents to inform the exclusive representatives of the CSL's intent to make workplace changes.

Assists management in the recruitment and selection of employees, including the Volunteer and Student Assistant Programs. Consults with managers and supervisors on various hiring methods to meet specific needs: list appointments, Training and Development assignments, lateral transfers, downgrading positions for upward mobility, the use of TAU classes (Special Consultants, students and seasonal employment) as well as various other methods of recruitment. Assists in the preparation for and conducting of hiring interviews: reviews, approves and prepares interview materials; develops application screening criteria, written or oral interview questions, scoring criteria and participates in or chairs Qualifications Appraisal Panels (QAP) for examinations and hiring interviews. Performs reference and OPF checks. Processes and maintains certification lists and contact letters.

Prepares and/or reviews job announcements, tracks recruitment progress and advises management of opportunities and obstacles. Consults with Budget Analysts on fiscal effects of position actions. Counsels/advises both management and employees in the area of promotional opportunities, career ladders and interviewing techniques. Provides information to members of the public or to other departments concerning departmental programs, classes used and employment possibilities.

Independently researches, interprets and applies applicable laws, rules, regulations, and procedures and provides counseling and assistance to employees, supervisors, and managers in relation to health, medical, and safety personnel matters. Researches, reviews, and processes complex workers compensation case files. Provides recommendation and consultation to CSL managers and supervisors regarding on-the-job-injury occurrences. Researches and analyzes accident and injury reports and claims, and Worker's Compensation loss analysis reports to identify potential job hazards connected with specific jobs and identify special areas of concern, and develops procedures and training to implement health and safety objectives. Serves as the Department's liaison with State Compensation Insurance Fund (SCIF), Department of Industrial Relation's Division of Occupational Safety and Health (DOSH), CalPERS, physicians, vocational rehabilitation counselors, attorneys, supervisors, managers, and employees.

Independently reviews and processes complex requests and monitors and manages case files to determine employee's eligibility for Catastrophic Leave, Family Medical Leave, Ergonomic Evaluations, Reasonable Accommodations, etc. Maintains contact and communications with all parties affected and provides recommendations to management timely on implementing modified work or limited duty assignments, reasonable accommodations or alternative job placements, if appropriate.

Serves as a Return-to-Work Coordinator and provides counsel to supervisors and managers to improve workers' compensation costs, reduce the loss of trained, experienced employees, and to speed employee recovery by maintaining positive contact to encourage early return to work

Serves as an Employee Assistance Program Coordinator and provides employees, managers, and supervisors information regarding the program, and assists with obtaining services.

Conducts EEO intake and investigations to determine if complaints alleging discrimination have basis, are jurisdictional, and have merit. Prepares comprehensive and thorough investigative reports. Prepares responses to Notice of Charge of Discrimination received from the Department of Fair Employment & Housing (DFEH), the Equal Employment Opportunity Commission (EEOC) and the State Personnel Board (SPB), and testifies at appeals hearings, if necessary.

Plans, coordinates, and administers a variety of examinations. Reviews and assess the Department's recruitment and selection needs; researches alternatives within CalHR's statewide guidelines and makes recommendations to meet staffing needs. Performs job analysis and test validation studies to improve testing methodologies. Performs link analysis of test items to ensure conformance with critical class requirements. Performs exam preparation including application review, exam scheduling and securing and reserving the necessary facilities. Develops, prepares and presents panel orientation to panel members. Responds to inquiries, both orally and written, from candidates related to their eligibility for the examination, status in the exam process, rejection or acceptance notices, rescheduling of interviews, examination appeals, etc. Serves as the Chairperson on Qualifications Appraisal Panels and proctors written examinations as needed.

Counsels Management on employee relations and corrective or adverse actions: recommends courses of action to resolve performance or behavior problems; supports and advises management of their rights and responsibilities under civil service laws and rules; advises employees of their rights and responsibilities under civil service laws and rules. Provides technical advice and recommendations to resolve specific personnel actions, employee discipline, and employee grievances ensuring course of action is in conformance with departmental policies and procedures, labor contracts, as well as with control agency policies, such as those of the CalHR, State Personnel Board and the State Controller's Office. Writes and serves formal employee discipline; advises supervisors and managers on the appropriate action for employee discipline; consults with employment law attorneys and works directly with labor representatives on settlement options. Meets with employees and resolves informal grievances.

Assists managers and employees in layoff situations: develop alternatives to avoid layoff where possible; determine classes of layoff and demotion ladders; prepare requests for preliminary seniority lists; prepare letters to employees of anticipated and actual layoff; make placement efforts.

Assists with a variety of special studies and administrative projects for departmental management, including labor relations, on sensitive and controversial issues. Serves on special committees with line programs to address special organizational needs. Provides training to other departmental staff on personnel management issues; such as, the appropriate hiring and appointment process, preparation of hiring documents, career development, employee discipline, and medical leaves (FMLA, CFRA, etc).

Researches, analyzes and makes recommendations on departmental policies and procedures in the area of personnel management, testing and selection, and labor relations. Develops departmental policies and procedures; writes concept papers; prepares reports, manuals, and drafts correspondence. Functions as a team leader of Human Resources Office. Actively participates in planning and organizing team activities.

DESIRABLE QUALIFICATIONS:

- Knowledge of principles and practices of personnel management.
- Knowledge of CalHR/SPB laws and rules, regulations and bargaining unit contracts.
- Excellent research skills.

- Experience analyzing and solving difficult personnel problems with a high degree of initiative, independence, and flexibility.
- Experience assuming responsibility for decisions and actions.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Demonstrated computer skills.
- Ability to communicate effectively both orally and in writing.
- Ability to adjust to shifting priorities and meet deadlines.
- Secure knowledge of Microsoft Office Suite applications.
- Proven interpersonal skills.
- Dependable and punctual with an excellent attendance record.
- Demonstrated ability to maintain confidentiality, open-mindedness, flexibility, courtesy, and tact.

KNOWLEDGE AND EXPERIENCE:

- Writes clearly and concisely.
- Effectively interprets and applies laws, rules, regulations, bargaining unit contracts, and departmental policies and procedures.
- Effectively analyzes problems, gathers, interprets, and evaluates information.
- Demonstrates independent, responsible decisions and actions relating to personnel management.
- Effectively provides advice and assistance on varied and difficult personnel issues.
- Ability to write and speak effectively.
- Ability to read and follow oral and written instruction.
- Ability to exercise sound judgment.
- Experience with the State of California Classification and Pay rules and analysis.
- Knowledge of and experience with the Progressive Discipline Process.
- Knowledge of and experience with Examination Administration.
- Knowledge of and experience with Labor Relation issues.
- Experience with compliance audits and quality control.

APPLICATION PROCESS:

Interested individuals who are currently at the above classification or eligible for transfer, reinstatement or list appointment may apply by sending an application (STD 678) to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the HRSO Drop Box, Library Building, 900 N Street, First Floor. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

All applicants must clearly indicate the basis for their eligibility by stating either “list eligible” or “transfer” and note position number 175-601-5142-106 and PC #2089 in the “Examination(s) or Job Title(s) for which you are applying” section on the standard application form (STD 678). All methods of appointment will be considered and a 120 day candidate pool will be established for subsequent vacancies. Applications will be accepted until May 23, 2014.

ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates may be interviewed.

EQUAL OPPORTUNITY EMPLOYER

The California State Library is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or 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.