



May 8, 2015

JOB OPPORTUNITY

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

CLASSIFICATION: **ASSOCIATE PERSONNEL ANALYST**

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

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

MONTHLY SALARY: **\$4488 – \$5618**

SUMMARY:

Under the general direction of the Personnel Officer, a Staff Services Manager II, the incumbent researches, updates and revises departmental policies and procedures and develops training and materials to educate internal and external clients. Is responsible for providing consultation on difficult personnel-management issues, planning, developing, organizing, administering, and evaluating the Human Resources Services Office's (HRSO) programs; serves as the lead analyst for transactions and process development, and performs other special projects and complex multi-discipline technical work in the HRSO. Duties include, but are not limited to, the following:

DUTIES:

Provides consultative services to managers and staff regarding civil service laws, rules, regulations, departmental and personnel management policies, procedures, and standards. Interprets control agency policies and directives to develop and/or update departmental personnel-related policies and memoranda, forms, and notifications to educate and inform HRSO staff and clients.

Identifies deficiencies and opportunities for improvement within HRSO, prepares and proposes recommendations to streamline processes to achieve efficiencies, and plans and executes recommendations approved by management. Prepares reports, manuals and correspondence. Develops and/or updates internal processes and procedures to establish consistency within the HRSO.

Serves as the lead resource and contact in resolving the most complex issues relating to personnel transactions, payroll, benefits, and position control. Reviews staff transactions to ensure compliance with control agencies laws, rules, MOU's, and departmental policies and procedures pertaining to a variety of personnel transactions. Collaborates and works with Budgets and Transactions staff on position control process, reconciliation and MIRS, periodic, and vacancy reports.

Responsible for researching, developing, administering and evaluating departmental programs, including but not limited to the Disability Advisory Committee, Employee Assistance Program, Telework, and Limited Employment Appointment Program.

Acts as back-up to other analysts in CSL recruitment efforts. Participates in career fairs with other

departments, local universities and colleges.

Identifies and recommends newsletter topics to Personnel Officer for weekly CSL newsletter. Attends and prepares for various internal and external personnel-related meetings and forums.

DESIRABLE QUALIFICATIONS:

- Must have strong Personnel Transactions and position control knowledge and experience.
- Classification and Pay knowledge and experience.
- Experience with SCO Legacy, VPOS, and ECOS systems and working with control agencies: SPB, CalHR, SCO, CalPERS.
- Experience developing programs, policies and procedures.
- Knowledge of and experience in effectively applying principles and practices of personnel management, including CalHR/SPB laws, rules, regulations, bargaining unit contracts, and departmental policies and procedures.
- Experience assuming responsibility for decisions and actions.
- Excellent research skills.
- Experience analyzing and solving difficult and complex technical personnel problems.
- Experience providing quality customer service and be customer service focused.
- Ability to make independent, responsible decisions relating to personnel management.
- Ability to demonstrate courtesy and tact.
- Ability to maintain good relationships and work with managers, supervisors, employees, union representatives, staff, patrons, liaisons, and the public.
- Ability to effectively provide advice and assistance on varied and difficult personnel issues.
- Ability to write and speak effectively and to provide and follow oral and written instructions.
- Ability to exercise sound judgment.
- Ability to learn rapidly, analyze data accurately, reason logically and maintain the confidence and cooperation of those contacted during the course of work.
- Ability to work in a highly sensitive and confidential environment and maintain confidentiality.
- Ability to work under pressure, deadlines, and changing priorities and to perform multiple tasks with accuracy, precision and neatness.
- Select, access, and use necessary information, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Demonstrated ability to work both independently and collaboratively as part of a team.
- Possess focused attention to detail and follow-through.
- Wear business dress in accordance to office environment.
- Be highly motivated, have initiative, strong analytical, organizational, and time management skills.
- Be a creative and resourceful problem solver and have a desire for personal and professional development.

APPLICATION PROCESS:

If you're new to employment with the State of California, you must pass an open examination before applying for job openings. More information on the process can be found at: <https://jobs.ca.gov/>

Interested individuals who currently work for the state of California, either as an **Associate Personnel Analyst** or in some other classification that is eligible to transfer into the **Associate Personnel Analyst** classification; former California state employees who can reinstate into this classification, and/or persons who are reachable on a current employment list for the **Associate Personnel Analyst** classification are eligible to apply.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please review the classification specification at <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or class title you wish to review. Possession of minimum qualifications will be verified prior to interview and/or appointment.

If it is determined a list eligible applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter.

All methods of appointment, including Training and Development (T&D) Assignments will be considered and a 120-day candidate pool will be established for subsequent vacancies.

All interested applicants **must submit**:

1. A standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with original signature**. Applications must **clearly indicate** position #175-405-5142-003 and **the basis of eligibility** (list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment). Failure to do so may result in not being considered for an interview,
2. A **resume**,
3. All required **supporting documents** for the classification as identified in the classification specification (i.e. transcript/diploma, license and/or required certificate).

Application packages may be submitted to the:

California State Library
Human Resources Services Office
Attention: Liz Vierra
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, on the first floor. The STD 678 can be accessed through the CalHR website at www.CalHR.ca.gov.

Applications will be screened and evaluated based on eligibility and desirable qualifications and only the most qualified applicants will be considered for an interview.

Final Filing Date: May 22, 2015

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.