

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		DATE May 6, 2015	H.R. APPROVAL EV
PC # 4030		POSITION NUMBER (Agency - Unit - Class - Serial) 175-405-5142-003	
BUREAU SECTION Administration		CLASS TITLE Associate Personnel Analyst	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT VACANT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS 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 (non-supervisory) 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:			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
40%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Consultative Services and Development:</b>  Provides consultative services and recommendations to managers and staff regarding civil service laws, rules, regulations, departmental and personnel management policies, procedures and standards. Researches laws, regulations, precedential decisions, best/past practices, and policies and procedures to resolve difficult personnel-management issues. Interprets and clarifies control agency policies and directives (PMLs, Pay Letters, Personnel Letters, CalPERS Circulars, Executive Orders, Governor Appointments, etc.) in order to develop, draft and/or update departmental personnel related policies and memoranda, forms, and email notifications to educate and inform HRSO staff to facilitate action and CSL employees as necessary.</p> <p>Evaluates, develops and/or updates complex personnel policies, processes and procedures, such as the Personnel Procedures Handbook. Independently identifies deficiencies and opportunities for improvement within HRSO, develops measurements and prepares recommendations to streamline processes in effort to achieve efficiencies and establish consistency within the HRSO. Proposes recommendations to management. Plans and executes recommendations approved by management. Writes concept papers. Prepares reports, manuals and correspondence. Completes special project assignments as assigned by the Personnel Officer and Executive management.</p> <p>Provides training to personnel liaisons, managers and supervisors on personnel policies and procedures in order to introduce new processes, train new staff, and keep personnel knowledge current utilizing various available training materials or developing necessary training materials.</p> <p>Independently and/or in collaboration with other HRSO analysts, establishes, cultivates and maintains inter-departmental, private and public alliances to develop and provide training opportunities, enhance and engage in innovative workforce initiatives, and acquire and provide information concerning departmental programs, policies, classes used, and recruitment and retention methods. Participates in career fairs with other departments, local universities and colleges to market and prepare CSL in workforce succession planning.</p>		

30%	<p><b>Transactions LEAD and Training:</b> Serves as the lead (non-supervisory) resource and contact in resolving the most complex issues relating to personnel transactions, payroll, benefits, and position control. Consults with representatives of control agencies (i.e., State Controller's Office, Department of Finance, State Personnel Board, California Department of Human Resources, etc.).</p> <p>Provides one-on-one training and technical assistance. Assigns work under the general instruction of the Personnel Officer or per policy memos (PMLs, Personnel/Payroll Letters). 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. Reviews updates/revisions to various Personnel manuals (PPM, BAM, etc.) and provides and drafts recommendations to management to improve transactions processes, procedures, practices and delivery of services.</p> <p>Provides guidance to Transaction staff on position allocation/position control activities for the department including working closely with the Budget Office in order to respond to all inquiries and requests from Budgets. Acts as a liaison between Budgets and Transactions staff for all matters relating to 607's and Schedule 7/8. Reviews 607's for completeness and accuracy prior to submission and leads efforts to log, track and follow up on their progress through Budgets, the State Controller's Office (SCO), and the Department of Finance (DOF). Reviews the monthly Periodic Position Control report to ensure appropriate corrective action is taken as necessary. Ensures the preparation, reconciliation and distribution of monthly position control reports including but not limited to the departmental position roster report, vacancy report, the 3, 4, 5, 6 month 'No Expenditure' report, etc.</p> <p>Leads Transaction staff in drafting and revising internal procedures as necessary, desk manuals for processes such as appointments, separations, payroll, wage garnishments, attendance, health benefits, Affordable Care Act compliance, retirements, Non-Industrial Disability Insurance (NDI), workers compensation transactions health, dental and vision insurance, retirement, deferred compensation, position establishments, abolishment's, reclassifications, and any other position-related changes. Assists with external stakeholder procedures in developing desk manuals/toolkits for the Attendance Coordinators and Personnel Liaisons.</p> <p>Guides Transaction staff in advising employees on matters regarding health, dental, and vision insurance, retirement, savings bonds, life insurance, and deferred compensation. Researches problems by utilizing the Benefit Administrative manual and processes various forms. Answers inquiries from the public, other State agencies, and staff by mail, telephone, e-mail or in person regarding information such as verifying employment, certifications, personnel rules, directives and procedures, state compensation insurance, disability insurance, retirement, payroll, leaves of absences, family and medical leave, and attendance.</p> <p>Produces monthly reports using the Management Information Retrieval System (MIRS) and for any special requests from management.</p>
25%	<p><b>Program Development and Administration:</b> Chairs and administers the Disability Advisory Committee (DAC) and its programs as mandated by Government Code. As a member of the CSL DAC, serves as a technical adviser to the department head and EEO officer on the development, implementation and maintenance of equal employment opportunity programs and activities for persons/employees with disabilities. Initiates, designs, coordinates and implements projects that will improve the personnel practices and employment opportunities for persons with disabilities in order to facilitate representation at all levels within the department. Establishes liaison with advocate groups and organizations. Monitors DAC issues to ensure necessary actions occur timely. Assists and advises staff on issues relating to the Americans with Disabilities Act (ADA). Attends SDAC forums.</p>

Acts as the department LEAP Coordinator. Monitors LEAP appointments and coordinates the processing of LEAP documentation to CalHR. Acts as the department's liaison with CalHR and the State Personnel Board. Coordinates with other HR analysts to assist managers and supervisors with LEAP issues. Serves as a resource to LEAP candidates and appointees.

Plans, develops, implements, and manages CSL's Employee Assistance Program (EAP). Promotes and distributes EAP services information to all employees of the CSL (health fairs, brown bag lunches, flyers, emails, etc.). Protects and maintains confidentiality of all EAP and employee/client information. Conducts and/or coordinates EAP training and orientation sessions for supervisors, managers, and employees to ensure employees and all levels of management are educated about the EAP procedures, services available, how to access services, and confidentiality of all EAP information. Consults with other HR analysts in advising supervisors and managers on how to appropriately use EAP as a resource tool in addressing job performance issues. Serves as the CSL liaison to CalHR and the EAP contractor. Contacts the contractor to set up CISDs or other special services when necessary.

Under Government Code Sections 14200-14203, is responsible for the day to day coordination and management of the CSL telework program, including compliance with policies, procedures, and guidelines including the state Telework and Remote Access Security Standard and may provide training on telework as needed. Represents management with respect to teleworkers, other agencies and the public. In collaboration with ITB, ensures that employee-owned computing hardware and software are compatible for telework. Retains copies of teleworking employees' signed Telework Request Package for the duration of the telework assignment.

**MARGINAL FUNCTIONS:**

5%

**Miscellaneous:**

Acts as back-up to other analysts in CSL recruitment efforts; reviews applications; reviews official personnel files; types, logs and tracks RPA's. Finalizes job descriptions and job announcements. Assembles RPA packages and forwards to appropriate sections. Updates organization charts and HR database. Identifies, recommends and drafts newsletter topics to Personnel Officer for weekly CSL newsletter. Attends and prepares for various internal and external personnel-related meetings and forums.

Answers telephones and provides assistance to callers, office visitors, and other designated Department liaisons.

Supervision Received

The Associate Personnel Analyst (APA) reports directly to and is supervised by the Personnel Officer [Staff Services Manager (SSM) II], but may receive direction and assignments from the Deputy State Librarian, or the State Librarian.

Supervision Exercised

None, however the incumbent does exercise lead responsibility to the transactions staff and other HR analysts as directed by the Personnel Officer.

Administrative Responsibility – None

Personal Contacts

The APA has daily contact with the Personnel Officer for assignments, updates and reports ongoing issues; daily contact with client managers to provide guidance, consultation and technical assistance in resolving personnel issues; occasional contact with the assigned CalHR analyst to consult on a variety of personnel matters, which may be complex and/or sensitive; occasional contact with SPB staff to consult on policy and compliance; occasional to frequent contact with State Controllers, Department of Finance, Budget Office, and personnel and labor relations staff in other departments while conducting research; occasional contact with the exclusive representatives of labor unions to discuss policy revisions.

Actions and Consequences

Failure to effectively perform the duties of the position could result in incorrect or incomplete information disseminated to management and staff, inappropriate or illegal personnel actions and the inability of the assigned clients, Bureaus or the Department to meet goals or objectives. Consequences could range from minor correctable informational errors with limited impact to sanctions by CalHR or SPB affecting the entire department, such as loss of delegation.

Functional Requirements

No specific physical requirements are present: the incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Incumbent is expected to travel occasionally (<1%), when necessary to attend forums and meetings or to provide consultation or training, etc.

Other Information

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to CSL management needs.

***The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.***

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)		
EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE