

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE 9/17/15	H.R. APPROVAL EV
PC # 4030	POSITION NUMBER (Agency - Unit - Class - Serial) 175-405-5142-103		CBID R01
BUREAU SECTION Administration / Human Resources	CLASS TITLE Associate Personnel Analyst		
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	INCUMBENT		
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, the incumbent 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 in the Human Resources Services Office (HRSO). The incumbent acts as a consultant for CSL managers, supervisors, and program specialists on a myriad of personnel management issues.			
% 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.		
25%	<p>ESSENTIAL FUNCTIONS</p> <p>Classification & Consultative Services: Independently 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.</p> <p>Independently 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.</p> <p>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.</p> <p>Independently provides consultation to management on employee issues 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</p>		

JOB DESCRIPTION (6/08)**Classification & Consultative Services, con't:**

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 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).

25%

Exams & Recruitment:

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.

Assists management in the recruitment and selection of employees. 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 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.

25%

Transactions LEAD & Training:

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.).

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

JOB DESCRIPTION (6/08)**Transactions LEAD & Training, con't.:**

management to improve transactions processes, procedures, practices and delivery of services. 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 and vacancy reports.

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.

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.

Produces monthly reports using the Management Information Retrieval System (MIRS) and for any special requests from management.

10%

Health and Safety:

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 with information regarding the program, and assists with obtaining services.

JOB DESCRIPTION (6/08)

10%	<p>Equal Employment Opportunity:</p> <p>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.</p> <p>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> <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.</p> <p>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.</p>
5%	<p>MARGINAL FUNCTIONS</p> <p>Miscellaneous:</p> <p>Researches, analyzes and makes recommendations on departmental policies and procedures in the area of personnel management, testing and selection, transactions, health and safety and EEO. Develops departmental policies and procedures; writes concept papers; prepares reports, manuals, and drafts correspondence. 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.</p> <p>Answers telephones and provides assistance to callers, office visitors, and other designated Department liaisons. Functions as a team leader of Human Resources Office. Actively participates in planning and organizing team activities.</p>

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 staff in other departments while conducting research.

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
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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
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