

Job Opportunity

Associate Personnel Analyst

May consider Staff Services Analyst

Posting Date: September 21, 2015

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

We're looking for a highly motivated, analytical, technically proficient, and dynamic individual to serve as a Human Resources generalist. 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's 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, organizational structure, recruitment and hiring, candidate eligibility, exam development and administration, position control and vacancy reporting, classification and pay, health and safety, employee discipline, and the equal employment opportunity initiatives for their assigned programs. The incumbent also serves as the lead analyst (non-supervisory) for transactions staff.

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.

HOW TO APPLY:

All interested applicants **must submit** a standard State Examination/Employment **Application** form (STD 678, Rev. 10/2013) **with original signature, a cover letter, a resume, and all required supporting documents** for the classification as identified in the classification specification (i.e. transcript/diploma, etc.) postmarked no later than **October 5, 2015** to:

California State Library
Human Resources
Attention: Liz Vierra
P.O. Box 942837
Sacramento, CA 94237-0001

Applications may also be delivered in person to the Human Resources drop box at 900 N Street in Sacramento, on the first floor, **no later than 5:00 p.m. on October 5, 2015**. The application (STD 678) can be accessed through the CalHR website at www.CalHR.ca.gov.

If you are not a state employee or otherwise eligible for Associate Personnel Analyst, the Staff Services Analyst level will be considered as well. To be considered, you need to have taken and passed the [online exam](#) and be reachable on the eligible list for the classification. Once you have passed the exam, you may be immediately eligible to be interviewed should your application be accepted.

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

All methods of appointment will be considered and a 120-day candidate pool will be established for subsequent vacancies. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification.

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

For **more details about** this job and **how to apply**, please visit <https://jobs.ca.gov/> and search for this job in the "Departments" search bar by entering [California State Library](#).

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.



California
STATE LIBRARY
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Human Resources Services Office



- ▶ PC # 4030
- ▶ PERMANENT/FULL-ITME
- ▶ \$4600-\$5758/MONTH
- ▶ FINAL FILE DATE:
OCTOBER 5, 2015

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