Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department’s divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on, including budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

What You’ll Be Doing…

Under the general direction of the Personnel Selections Staff Services Manager I, the Associate Personnel Analyst independently performs the more responsible, varied, and complex technical analytical assignments involving classification allocation, recruitments and selection review/approval process for assigned divisions and provide consultation services to management on a variety of personnel issues including the progressive disciplinary process.

If you love a challenge, enjoy research, and are looking for an environment that will value and appreciate your critical thinking skills, this could be the position for you.

For more complete job description, view the following Duty Statement.
Who We’re Looking For…

We’re looking for dedicated, talented individuals who possess the following skills and abilities:

- Extensive Knowledge of classification and pay is the most desirable skill.
- Analytical and problem solving skills.
- Written and verbal communication skills.
- Planning and organizational skills.
- Ability to learn the Selection and Recruitment Process
- Ability to obtain a Selection Analyst Certification offered by CalHR
- Ability to work in a fast paced environment with changing priorities and be able to multi-task.
- Ability to understand and evaluate Information Technology Classifications.
- Ability to research and apply personnel laws, rules, and policies.

How to Apply…

Interested applicants must submit a State application and a Statement of Qualifications (SOQ) to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Teresa, RPA 16-161B
Inquiries: Tammy Ervin, (916) 431-4062

The SOQ (no more than two pages in length) must respond to the following:

1. Which Pattern of the Minimum Qualifications do you qualify for?
2. Please describe in detail how you meet the required Minimum Qualifications for the Pattern/position that you are applying to.
3. Briefly describe your Classification & Pay and Allocation experience that qualifies you for this position.

Applications without an SOQ will be eliminated from the selection process. When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; as well as your eligibility in the Explanation Box; otherwise, your application will not be processed.

To be considered for the position of an Associate Personnel Analyst/Staff Services Analyst classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at http://cio.ca.gov/About/Careers for information and instructions on the hiring process.

The Fine Print…

Applications will be accepted only from individuals currently at the Associate Personnel Analyst/Staff Services Analyst level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.
**Section A: Position Profile**

<table>
<thead>
<tr>
<th>A. DATE</th>
<th>B. APPOINTMENT EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>1/23/17</td>
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<table>
<thead>
<tr>
<th>C. CURRENT POSITION NUMBER</th>
<th>D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>695-244-5142-703</td>
<td>695-244-5142-xxx</td>
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</table>

**E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION**

Office of Administration/Human Resources/Personnel Management/Selections/Backgrounds – Prospect Green Bldg. 1 – 4TH Floor

**F. CLASSIFICATION**

Associate Personnel Analyst

**G. INCUMBENT NAME**

Associate Personnel Analyst

**H. SUPERVISOR NAME AND CLASSIFICATION**

Staff Services Manager I

**I. POSITION REQUIRES A FINGERPRINT BACKGROUND CHECK**

☑ YES  ☒ NO

**J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)**

Monday – Friday, 8:00 a.m. to 5:00 p.m.

**K. POSITION REQUIRES DRIVING AN AUTOMOBILE**

☑ YES  ☒ NO

**Section B: Position Functions and Duties**

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

**Organizational Setting and Major Functions**

Under the general direction of the Personnel Selections Staff Services Manager I, the Associate Personnel Analyst independently performs the more responsible, varied, and complex technical analytical assignments involving classification allocation, recruitments and selection review/approval process for assigned divisions and provide consultation services to management on a variety of personnel issues including the progressive disciplinary process.

<table>
<thead>
<tr>
<th>% of time performing duties</th>
<th>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Ensure classifications are appropriately allocated within the California Department of Technology and comply with CalHR and State Personnel Board (SPB) laws, rules, regulations, and guidelines for assigned divisions.</td>
</tr>
</tbody>
</table>

- Consult with managers and supervisors on organizational, staffing and classification issues.
- Review current and proposed position descriptions against classification specifications, allocation guidelines and other comparable positions both within and outside of the department.
- Determine if positions are properly classified and allocated to the correct level.
- Identify classification, organizational issues/problems and develop, present, prepare alternatives, and recommend solutions for a course of action.
- Conduct classification and pay studies and prepare classification proposals to establish and/or revise specifications.

| 40%                        | Ensure recruitment and selection activities adhere to the California Department of Technology hiring policy and process guidelines and represent a legally defensible hire. |

- Consult with Managers/Supervisors with the formulation of appropriate application screening criteria.
- Ensure managers/supervisors adhere to best hiring practices by developing interview questions that are job related and correspond to the approved classification of the position, recommending revisions where appropriate.
- Conduct research in areas of personnel matters (certification processes; appropriate list usage, transfer of list eligibility, eligibility checks, SROA/Surplus rules, etc.) for appropriateness of application in compliance with laws, rules, regulations, policies, procedures, etc.
- Interpret laws and rules governed by the SPB on various personnel matters.
- Review Appointment Selection Packages and verify that all hires meet department and SPB requirements to ensure a legally defensible hire.
- Verify whether selected candidates meet the minimum qualifications (MQs) for an exam.
- Verify final list eligibility for selected candidates and provide approval for final hire.
Consult with managers and supervisors on issues related to improving the productivity and competence of department employees consistent with state laws, rules, and collective bargaining agreements for assigned divisions.

- Collaborate with divisional management on strategies for solving problems related to employee performance.
- Provide expertise on the state’s progressive disciplinary process.
- Provide guidance throughout the counseling, corrective and adverse action phases as well as rejections on probation.
- Assist managers in the development of informal counseling and/or corrective memorandums.
- Gather documentation and write formal adverse actions.

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

- Attend meetings and represent the department at various administrative proceedings and organizational groups.
- Act as lead on complex assignments and projects.
- Perform other related duties.

**Work Environment Requirements**

- Must be proficient in Word and familiar with Excel and Visio software.
- Must be able to manage multiple priorities in a fast paced work environment.
- Travel by car may be required to attend meetings at other office locations.
- Occasional overtime may be required.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**
The Associate Personnel Analyst receives general direction from the Personnel Services Manager, SSM I.

**Actions and Consequences:**
The Associate Personnel Analyst is expected to independently interact with program supervisors and managers to effectively allocate positions and provide guidance and advice on employee disciplinary issues. Failure to accurately allocate positions could result in misallocated positions and possible loss of control Agency delegations. This would severely impact the Department’s ability to fill positions in a timely manner, which could result in a loss of positions. Failure to properly advise supervisors in disciplinary situation could result in improper documentation for adverse actions and, ultimately, actions being overturned, thereby causing embarrassment to the California Department of Technology and an inability to properly deal with problem employees.

**Personal Contacts:**
The Associate Personnel Analyst has frequent and regular contact with the California Department of Technology Deputy Directors, Supervisors, Managers, and Executive staff. Will also communicate with program staff of the various control agencies such as the California Department of Human Resources (CalHR), State Personnel Board (SPB) and Department of Finance (DOF).

**Administrative and Supervisory Responsibilities** (Indicate “None” if this is a non-supervisory position.)
N/A

**Supervision Exercised:**
N/A

**Other Information**
N/A

**Desirable Qualifications:** (List in order of importance.)

- Strong analytical and problem solving skills.
- Strong written and verbal communication skills.
- Strong planning and organizational skills.
- Selection and Recruitment Experience.
- Selection Analyst Certification.
- Experience conducting Job Analysis studies.
- Experience in designing, developing and conducting promotional or open examinations.
- Experience with Information Technology Classifications.
- Ability to provide training and advice to other examination staff.
- Knowledge of classification and pay, disciplinary matters, or other areas of human resources.
- Ability to work in a fast paced environment with changing priorities and be able to multi-task.
- Ability to research and apply personnel laws, rules, and policies.
- Exceptional attendance, punctuality, and dependently.
- Outstanding customer service skills, consultative abilities, exhibit tact and diplomacy in verbal and written communications, and possess a strong work ethic.
- Ability to work independently or cooperatively in a group setting.
- Ability to maintain confidentiality.

**INCUMBENT STATEMENT:** I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

<table>
<thead>
<tr>
<th>INCUMBENT NAME (PRINT)</th>
<th>INCUMBENT SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

**SUPERVISOR STATEMENT:** I have discussed the duties of this position with the incumbent.

<table>
<thead>
<tr>
<th>SUPERVISOR NAME (PRINT)</th>
<th>SUPERVISOR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>
STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT
TECH 052 (REV. 10/2015)

RPA NUMBER (HR USE ONLY)
16-161B
Proposed

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE
01/27/2017

B. APPOINTMENT EFFECTIVE DATE

C. CURRENT POSITION NUMBER
695-244-5142-703

D. PROPOSED POSITION NUMBER (LAST THREE (3) DIGITS ASSIGNED BY HR)
695-244-5157-xxx

E. DIVISION / BRANCH / UNIT / PHYSICAL LOCATION OF POSITION
Office of Administration/Human Resources/Personnel Management/Selections – Prospect Green Bldg. 1 – 4TH Floor

F. CLASSIFICATION
Staff Services Analyst (General)

G. INCUMBENT NAME
Vacant

H. SUPERVISOR NAME AND CLASSIFICATION
Staff Services Manager I

I. POSITION REQUIRE A FINGERPRINT BACKGROUND CHECK

J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)
Monday – Friday, 8:00 a.m. to 5:00 p.m.

X. POSITION REQUIRE DRIVING AN AUTOMOBILE

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Organizational Setting and Major Functions
Under the supervision of the Personnel Management and Selections Staff Services Manager I, the Staff Services Analyst (SSA) will perform work of average difficulty, varied and complex technical analytical assignments involving classification allocation, recruitments and selection review/approval process for assigned divisions and provide consultation services to management on a variety of personnel issues.

% of time performing duties

Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%)

Ensure classifications are appropriately allocated within the California Department of Technology and comply with CalHR and State Personnel Board (SPB) laws, rules, regulations, and guidelines for assigned divisions.

• Ability to consult with managers and supervisors on organizational, staffing and classification issues.
• Assist in reviewing current and proposed position descriptions against classification specifications, allocation guidelines and other comparable positions both within and outside of the department.
• Ability to determine if positions are properly classified and allocated to the correct level.
• Assist in identifying classification and organizational issues and problems and develop, present, prepare alternatives, and recommend solutions for a course of action.
• Assist in classification and pay studies and prepare classification proposals to establish and/or revise specifications.

Ensure recruitment and selection activities adhere to the California Department of Technology hiring policy and process guidelines and represent a legally defensible hire.

• Ability to consult with Managers/Supervisors in the formulation of appropriate application screening criteria.
• Assist hiring programs to ensure they adhere to best hiring practices by developing interview questions that are job related and correspond to the approved classification of the position, recommending revisions where appropriate.
• Assist in researching in areas of personnel matters (certification processes; appropriate list usage, transfer of list eligibility, eligibility checks, SROA/Surplus rules, etc.) for appropriateness of application in compliance with laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., expertise, policies, procedures, laws, rules, etc.) as needed and/or upon request.
• Ability to interpret laws and rules governed by the SPB on various personnel matters.
• Review Appointment Selection Packages and verify that all hires meet department and SPB requirements to ensure a legally defensible hire.
• Ability to interpret whether selected candidates meet the minimum qualifications (MQs) for an exam.
• Ability to determine final list eligibility for selected candidates and provide approval for final hire.
Performs completed staff work on a variety of technical HR issues as follows:

- Research and write reports on less complex HR issues.
- Identify issues and problems requiring correction and performs analysis of data.
- Develop and present alternatives for assigned projects.
- Assist in the development of recommendations for new systems and internal operating procedures.
- Assist in developing training materials or modules for HR related subjects

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- Attend meetings and represents the department at various administrative proceedings and organizational groups.
- Perform other related duties.

Work Environment Requirements

- Must be proficient in Word and familiar with Excel and Visio software.
- Must be able to manage multiple priorities in a fast paced work environment.
- Travel by car may be required to attend meetings at other office locations.
- Occasional overtime may be required.

Allocation Factors (Complete each of the following factors.)

Supervision Received:
Staff Services Analyst receives supervision from the Personnel Services Manager, SSM I.

Actions and Consequences:
The SSA is expected to interact with program supervisors and managers to effectively allocate positions and provide guidance and advice on employee disciplinary issues. Failure to accurately allocate positions could result in misallocated positions and possible loss of control Agency delegations. This would severely impact the Department’s ability to fill positions a timely manner, which could result in a loss of positions.

Personal Contacts:
The Staff Services Analyst has frequent and regular contact with the California Department of Technology, Deputy Directors, supervisors, managers, and executive staff. They also communicate with program staff of the various control agencies such as California Department of Human Resources (CalHR), State Personnel Board (SPB), and Department of Finance (DOF).

Administrative and Supervisory Responsibilities: Indicate “None” if this is a non-supervisory position.
N/A

Supervision Exercised:
N/A

Other Information
N/A

Desirable Qualifications: (List in order of importance.)

- Analytical and problem solving skills.
- Written and verbal communication skills.
- Planning and organizational skills.
- Ability to learn the Recruitment and Selection Process.
- Ability to obtain a Selection Analyst Certification offered by CalHR.
- Ability to understand and evaluate Information Technology Classifications.
- General understanding of classification and pay, disciplinary matters, or other areas of human resources.
- Ability to work in a fast paced environment with changing priorities and be able to multi-task.
- Ability to research and apply personnel laws, rules, and policies.
- Exceptional attendance, punctuality, and dependability.
- Outstanding customer service skills, consultative abilities, exhibit tact and diplomacy in verbal and written communications, and possess a strong work ethic.
- Ability to work independently or cooperatively in a group setting.
- Ability to maintain confidentiality.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)  INCUMBENT SIGNATURE  DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)  SUPERVISOR SIGNATURE  DATE