



DUTY STATEMENT

Classification: Associate Personnel Analyst		Position Number: 172-5142-XXX	
Division/Office/Section: Administration, Finance, & Information Technology Services Division			
Location: Sacramento		Effective Date: 7/31/14	
Supervisor's Name: Carla Silva		Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Collective Bargaining Identifier (CBID): R01			

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

Under direction of the Staff Services Manager I, Classification and Pay Unit, the incumbent performs the more difficult, complex associate work in a wide variety of consultative and analytical assignments, and provides assistance to management staff pertaining to position classification and allocation; personnel policy guidance and management; and interpretation of personnel laws, regulations, and policies. The incumbent performs the following duties:

ESSENTIAL FUNCTIONS

- 45% Reviews and analyzes Requests for Personnel Action (RPA) Requests to ensure positions are appropriately classified and allocated based on the duty statement and/or desk audit review; consults with Department of Personnel Administration (DPA) and the State Personnel Board (SPB) on a variety of classification and appointment issues; recommends appropriate salary levels in Hiring Above Minimum cases; reviews Out-of-Class and Training and Development Assignments and makes recommendations for approvals/denials and reviews, analyzes, and recommends organizational changes and staffing alternatives.

 Researches and develops new job classification proposals, changes in alternate range criteria including preparation of SPB board items and classification specifications. Revises and modifies existing classification specifications and position allocation guidelines as necessary, including SPB board items. Makes presentations or prepares memorandums in support of classification decisions.
- 25% Assists managers and supervisors in the preparation of Job Opportunity Bulletins (JOB) and determining the essential functions, skills, and qualifications of the position to be filled; finalizes and releases JOBS; and identifies possible recruitment sources. Receives and screens applications for vacancies, provides written results with criteria documented and conducts preliminary interviews of candidates; insures completion of reference checks and file reviews; selects and refers a small number of qualified candidates to hiring supervisor/manager for final interviews and selection.
- 10% Assists in the development of CalRecycle recruitment strategies; researches recruitment trends and recommends recruitment process improvements and/or modifications; coordinates implementation of processes and procedures for recruitment efforts.
- 10% Works with Personnel Liaisons to ensure that all procedures are followed correctly so that recruitment files are properly maintained; develops and maintains applicant pools for commonly used CaRecycle classifications; and oversees the development of standard applicant packages.

MARGINAL FUNCTIONS

5% Participates in special projects as needed. Develops and presents formal training to management staff.

5% Prepares a variety of complex personnel management reports and memorandums.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
<i>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</i>	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code. **Required to file a Statement of Economic Interests (Form 700).**
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)

IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- VISION** – You must have sufficient vision to perform the following duties: read and write.
- HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor’s instructions, interact with internal and external parties, and actively participate in meetings.
- SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- LIFTING** – You must be able to lift up to __ pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date