STATE BOARD OF EQUALIZATION
DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Associate Personnel Analyst		**Performance Management Analyst**	
UNIT/DISTRICT/LOCATION		POSITION NUMBER	
Performance Management Section		**290-331-5142-719**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**RO1**	**2**	**No**
FINGER PRINTS REQUIRED		SUPERVISION EXERCISED	
☐ **Yes** ☒ **No**		**None. May act as lead.**	

Job Requirements

Knowledge of:

- Principles and practices of public personnel management
- Employee relations and performance evaluations
- Various civil service laws, rules, procedures, regulations, and federal guidelines
- Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave Law (PDL), Americans with Disabilities Act (ADA), BOE's Equal Employment Opportunity objectives
- Terms and conditions of the various bargaining unit contracts
- Microsoft Software

Ability to:

- Apply principles and practices of public personnel management
- Perform research in various personnel fields
- Independently use reference material to analyze, interpret, and apply laws, rules, and regulations
- Analyze data, draw sound conclusions, and present ideas and information effectively
- Exercise a high degree of initiative, independence and originality
- Use tact and good judgment
- Manage multiple and/or changing priorities in a heavy workload situation, follow through, and ensure deadlines are met
- Communicate effectively and interact professionally with all levels of management, staff, and the public
- Establish and maintain the confidence and cooperation of others contacted during the course of work
- Use a personal computer and other office equipment
- Work in a high rise building

Desirable Qualifications

- A demonstrated interest in assuming increasing responsibility
- Excellent written and verbal communication skills

Statement of Position 290-331-5142-719

Under the general direction of the Staff Services Manager I in the Performance Management (PM) Section, the incumbent works closely with all levels of Board of Equalization (BOE) management, functioning in a liaison capacity with appropriate control agencies; provides advice and consultation on a wide variety of personnel related subjects. The incumbent attends a variety of meetings and training classes.

Candidate must be able to perform the essential job functions with or without reasonable accommodations.

PERCENTAGE OF TIME SPENT	DUTIES
	Essential Job Functions:
45%	Provides guidance, consultation, and recommendations to program managers and supervisors in addressing employee performance issues; assists managers and supervisors in the preparation of a variety of corrective correspondence to employees such as counseling and corrective memoranda, performance evaluations, etc.; reviews prospective adverse actions to determine if they are in accordance with State Personnel Board (SPB) and California Department of Human Resources (CalHR) standards, rules and regulations; in consultation with managers and supervisors and Legal Division staff, analyzes material for use in adverse actions and independently prepares (writes) adverse actions and ATO letters; assists the Legal Division staff in representing the BOE on such matters before the SPB, CalHR or other official agencies.
35%	Analyzes and interprets various civil service laws, rules, procedures, and regulations including the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave Law (PDLL), and Bargaining Unit Contracts; provides guidance and consultation to program managers and supervisors regarding such rules and regulations; and assists managers and supervisors in the preparation of letters to employees regarding applicable rules and regulations.
10%	Assists in the development and review of policies and procedures relating to a variety of personnel issues and makes recommendations as appropriate; develops and administers training programs in the areas of progressive discipline; participates in meetings and conferences as a member of BOE taskforces and/or represents the BOE on external taskforces responsible for developing personnel related policies, rules and regulations.
5%	Advises the Section Manager of any complex or sensitive issues which may warrant the manager's involvement; attends a variety of staff and program meetings and training classes; trains and acts as a leadperson to less experienced staff.
	Marginal Job Functions:
5%	Reviews and analyzes requests to refill, reclassify, or transfer positions to determine proper classification allocation by reviewing and analyzing duty statements, organization charts and justification memoranda for conformity with class specifications and allocation guidelines, classification and pay standards, civil services laws and rules and departmental policies; as needed, prepares and submits requests for reclassification proposals to the CalHR; and performs classification desk audits when appropriate or requested. Acts on behalf of the Section Manager in his or her absence. Performs other job related duties to cover workload.

SIGNATURES

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE	DATE

HRD Approved, 02/25/13, GW