

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Associate Governmental Program Analyst		WORKING TITLE Associate Governmental Program Analyst	
UNIT/DISTRICT/LOCATION HRD - Workforce Planning and Special Projects Section		POSITION NUMBER 290-331-5393-xxx	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED May act as a lead person	

Job Requirements

Knowledge of:

- Board of Equalization's mission, goals and objectives
- Departmental administrative policies and procedures
- Principles, practices, and trends of public administration and organizational management
- Techniques of employee recruitment
- Recruitment trends
- Principles and practices of public personnel management
- State Examination and Selection Program
- Personal computer software (Excel, Access, Microsoft Word and Scheduler)
- Correct grammar and punctuation
- Telephone etiquette
- Office operations

Ability to:

- Apply principles and practices of public personnel management
- Use reference material to analyze, interpret and apply laws, rules, standards, and procedures and draw logical conclusions
- Perform research in various personnel fields
- Analyze and solve difficult technical personnel related issues
- Evaluate situations accurately, reason logically and creatively, and take effective action
- Maintain confidentiality of information and records
- Establish and maintain the confidence and cooperation of others contacted during the course of work
- Manage multiple and/or changing priorities in a heavy work load situation, follow through, and ensure deadlines are met
- Analyze data and/or situations, draw sound conclusions, and present ideas and information effectively both orally and in writing
- Develop effective management reports and recommendations based upon sound logical conclusions
- Use tact and good judgment, communicate effectively, and interact professionally with all levels of management, staff and the public
- Accurately proofread material for correct spelling, grammar and arithmetic computation, and compliance with departmental policies and procedures
- Follow oral and written instructions
- Work independently
- A demonstrated interest in assuming increasing responsibility
- Flexibility and willingness to adjust to changing assignments and priorities and produce completed staff work
- Promote positive and productive working relationships, both as participant and facilitator
- Read and write English at a level required for successful job performance
- Willingness to work occasional overtime
- Use a personal computer and office equipment
- Work in a high rise building

Statement of Position

Under the general direction of the Staff Services Manager I for the Workforce Planning Section, the incumbent exercising a high degree of initiative, independence, and originality, will perform complex analytical duties and serves as Student Internship Coordinator for the agency. The incumbent interacts with all levels of the Board of Equalization (BOE) management and staff to meet workload needs and/or coordinate overlapping projects. The incumbent may also serve as the lead person responsible for providing guidance to staff and oversight of projects having Board wide impact.

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

PERCENTAGE OF
TIME SPENT

DUTIES

Essential Job Functions

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| 30% | In support of the implementation of Board wide Change Management Plans, participate as a team member on issues related to transitional change. Guide staff on the principles of change management and organization development. Oversee engagements with clients, consultants, labor relations, and the union related to change readiness and organizational assessments; conduct gap analyses; design and develop recommendations and strategies; facilitate interventions and meetings of a highly-confidential nature to resolve a variety of business and team issues; and develop transition plans. Define milestones and implement proposals; assess enterprise reaction to internal strategic and tactical organizational change. |
| 30% | In support of BOE's Succession/Workforce Planning, develop, analyze and prepare reports on statewide workforce data including age profiles, attrition, length of services, retirement eligibility; review and analyze workload projections and staffing requirements; prepare budget projections; analyze and prepare reports on exams, recruitment and retention issues; identify opportunities for improvement; and, recommend new policies and practices. Perform comparison of current and future workforce data; identify key positions with gaps in skills, knowledge and a potential recruitment base. Prepare work plans, presentations, and status reports for management on a regular basis. |
| 15% | Research and analyze a variety of complex and sensitive human resources related matters including, but not limited to, issue memos, BEAM updates, special studies and reports utilizing written documentation, Internet resources, SPB and DPA guidelines and laws and rules in order to prepare and present comprehensive written analyses as requested by management. Provide or develop training and presentations, represent the BOE at meetings and conferences; attend training classes and staff meetings; and, perform other job-related duties as needed. |
| 15% | Serves as Student Internship Coordinator for agency. Conducts on-campus recruiting; Advertises BOE recruitment opportunities with local colleges; coordinates the recruiting and screening of year-round intern applicants; assist in the selection of student interns; promote internship opportunities within BOE; Research and develop BOE internship policies and procedures as needed; serve as liaison between intern supervisor and colleges. Compose correspondence and reports relating to student internships. |

I have read this duty statement and fully understand my assigned duties.

EMPLOYEE'S SIGNATURE

DATE

I have reviewed these duties with the above named employee.

SUPERVISOR'S SIGNATURE

DATE

