

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Associate Personnel Analyst		WORKING TITLE Human Resources Analyst	
DEPARTMENT/DIVISION/DISTRICT/UNIT Administration/Human Resources Division		SPECIFIC LOCATION ASSIGNED TO Headquarters - Sacramento, CA	
SEERA DESIGNATION Rank and File	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-331-5142-754	
<i>The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.</i>			
POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under general direction of the Chief, Human Resources Division (HRD), the Associate Personnel Analyst (APA) performs the more responsible, varied and complex technical work. The APA is responsible for researching, interpreting, explaining, and applying laws, rules, and regulations and provides advice and consultation on a wide variety of personnel management related matters. The incumbent works closely with all levels of BOE management and acts as a liaison between the BOE and control agencies. Candidate must be able to perform the following essential job functions with or without reasonable accommodation.			
PERCENTAGE OF TIME SPENT	DUTIES		
30%	<u>ESSENTIAL JOB FUNCTIONS</u> Act independently as project lead and/or facilitator to research complex personnel management issues as requested by HRD management. Consult with executive management, legal staff, and control agencies on various sensitive and/or complex personnel matters and provide clarification, recommendations, and/or resolve issues using various BOE policies, reference manuals, Memorandums of Understandings (MOU); State Personnel Board (SPB) and California Department of Human Resources (CalHR) regulations, rules, and laws. Provide advice to HRD management on the interpretation and application of civil service laws and rules; and departmental personnel policies.		
25%	Assist in the development of policies and procedures relating to the personnel management of the BOE. Analyze issues for problem definition, develop project plans, identify alternate solutions, implement desired course of action, and monitor results. Communicate with management and staff in a professional and effective manner using tact and interpersonal skills in all situations to establish and maintain effective working relationships. Provide outstanding customer service at all times to Board Members, BOE Executive staff, managers, supervisors, employees, and other agencies by using proper telephone etiquette, prompt follow up methods, courtesy, and discretion, in accordance with HRD standards.		
20%	Gather and/or evaluate data and independently prepare a variety of comprehensive accurate reports, such as Management Information Retrieval System (MIRS) reports, using a variety of software to be provided to management. Prepare formal memoranda and/or reports on personnel matters and participates in the presentation of such matters. Prepare correspondence to BOE management and employees addressing a variety of personnel related issues.		
10%	Develop and administer training programs and modules in the appropriate interpretation and application of state and departmental personnel management policies and procedures, laws, rules, and regulations. Use a variety of electronic media, such as Microsoft Office Applications, laptop computer, and projector for various presentations to BOE management, employees, or other agencies/organizations as necessary.		
10%	Represent the agency and/or division, in formal or informal settings, regarding personnel matters at meetings, conferences, and hearings; obtain information and/or represent the interest of the BOE using interpersonal skills, professionalism, knowledge, and personnel expertise. Attend a variety of staff meetings and training classes.		

290-331-5142-754

5%

MARGINAL JOB FUNCTIONS

Perform other job related duties.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

- High rise building with 24 floors

Physical Abilities:

- Remain in a stationary position for extended periods of time
- Daily use of a personal computer and phone
- May utilize an elevator or stairs to travel throughout the high rise building

Additional Requirements/Expectations:

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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.

PRINT EMPLOYEE NAME

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.

PRINT SUPERVISOR NAME

SUPERVISOR'S SIGNATURE

DATE

HRD Approval Date: 10/23/15

C&P Analyst Initials: HV