

DUTY STATEMENT

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE Transactions Analyst	
DEPARTMENT/DIVISION/DISTRICT/UNIT HRD/Personnel Transactions Section		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 None	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 290-331-5157-748	

The mission of the State Board of Equalization is to serve the public through fair, effective and efficient tax administration.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Staff Services Manager I, Personnel Transactions Section, the Staff Services Analyst (SSA) performs work of average difficulty on a variety of consultative and analytical personnel related assignments. The SSA advises the SSM I of any complex or sensitive issues and will be responsible for establishing and maintaining the Board of Equalization's (BOE) positions through the Position Control System (PCS). The incumbent acts as the BOE's Security Monitor for confidential and sensitive data accessed through the State Controller's Office (SCO)/Personnel/Payroll Services Division's (PPSD) systems and applications. The incumbent will evaluate and make recommendations to management on a variety of personnel related processes and systems, prepare a variety of reports, and acts as a liaison to control agency staff.

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

PERCENTAGE OF TIME SPENT	DUTIES
35%	ESSENTIAL JOB FUNCTIONS Gather and analyze data through PCS to establish, reclassify and/or transfer BOE positions in accordance with applicable laws, rules, and regulations. Perform payroll header changes. Keep accurate records on BOE's positions. Process position changes accurately and timely. Research, review, and analyze current vacant positions and track with the SCO's Periodic Position Control Report, prepare justifications to the SCO and the BOE Budget Office to reconcile differences.
15%	Act as liaison between the program attendance coordinators, managers/supervisors, Budget Branch staff, and control agencies on position control related matters. Prepare a variety of correspondence to departmental and control agencies staff relating to personnel issues Conduct research, perform analysis, and make recommendations on position control processes and procedures. 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 Executive staff, managers, supervisors, employees, and other agencies by using proper telephone etiquette, prompt follow up methods, courtesy, and discretion, in accordance with Human Resources Division (HRD) standards.
15%	Prepare statistical and technical reports for control agencies, executive management, and HRD management. Gather and independently prepare comprehensive accurate reports, using a variety of sources and software, to be provided to management. Generate scheduled reports and process requests using the Management Information Retrieval System (MIRS). Evaluate reports and communicate findings to management. Prepare formal memoranda and/or reports and participate in the presentation of such matters.

290-331-5157-748

10%	Use knowledge of the State of California's civil service payroll and benefits systems, including but not limited to Leave Accounting System (LAS), Personnel Information Management System (PIMS), California Public Employee Retirement System (CalPERS), and Examination and Certification On-Line System (ECOS) to assist with the development and administration of training program and modules for Personnel Specialists in the appropriate interpretation and application of state and departmental personnel management policies and procedures, laws, rules, and regulations; and assist with updates and maintainance of a variety of policy and procedural manuals. Uses a variety of electronic media tools, such as Microsoft Office Applications, computer, and projector for various presentations to HRD management and employees.
10%	Use knowledge of PPSD systems and applications to perform Security Monitor duties in order to protect confidential and sensitive information accessed by HRD staff through those systems/applications. Ensure compliance with standards and procedures. Act as the departmental liaison to the PPSD Decentralized Security Administrator. Act as the security resource for all HRD staff as it relates to SCO security requirements. Maintain the Decentralized Security Program Manual. Maintain, retain, and submit Security Authorization forms according to standards, which include: Statements of Understanding (PSD 108), Security Monitor Designee (PPSD 40), Annual Statement of Self-Certification (PPSD 41), and Security Authorization (PSD 125A). Verify access and appropriate access level of existing staff listed on the PSD 125A and ensures proper documentation is prepared to advise PPSD of changes. Train new authorized users on logon procedures. Immediately report security infractions and violations to the PPSD Decentralized Security Administrator.
10%	Attends a variety of staff meetings and training classes.
	<u>MARGINAL JOB FUNCTIONS</u>
5%	Participate on special projects and studies. Performs other job-related duties as necessary.

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

Work Environment:

- Office setting with an open floor plan and high partitions
- High rise building with 24 floors

Physical Abilities:

- Daily use of computer and phone

Additional Requirements/Expectations:

-

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: 10/29/15	C&P Analyst Initials: HV
-----------------------------	--------------------------