

STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION Staff Services Analyst		WORKING TITLE C&P Analyst	
UNIT/DISTRICT/LOCATION Classification and Pay Section		POSITION NUMBER 290-331-5157-XXX	
SEERA DESIGNATION Represented	BARGAINING UNIT 01	WORK WEEK GROUP 2	CERTIFICATES REQUIRED None
FIGNER PRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED No	

Job Requirements

Knowledge of:

- Organization of the BOE
- Principles and practices of public personnel management
- Classification and pay principles used in analyzing and describing positions
- Proper salary levels
- Techniques of employee recruitment and examination administration
- Employee relations and performance evaluations
- Principles, practices, and trends of public administration and organization management

Ability to:

- Apply principles and practices of public personnel management
- Perform research in various personnel fields
- Conduct job analysis
- Independently use reference material to analyze and interpret and apply laws, rules, standards, and procedures and draw logical conclusions
- Manage multiple and/or changing priorities in a heavy workload situation, follow through, and ensure deadlines are met
- Develop and administer training programs
- Analyze and solve difficult technical personnel problems
- Appraise qualifications of applicants and interview effectively
- Establish and maintain the confidence and cooperation of others contacted during the course of work
- Analyze data, draw sound conclusions, and present ideas and information effectively
- Follow instructions
- Communicate at a level required for successful job performance
- Exercise a high degree of initiative, independence and originality
- Use tact and good judgment, communicate effectively, and interact professionally with all levels of management, staff and the public
- Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management
- Use a personal computer and other office equipment
- Work in a high rise building

Desirable Qualifications

- A demonstrated interest in assuming increasing responsibility

Statement of Position

Under the supervision of the Classification and Pay Section Manager, the incumbent advises the manager of any complex or sensitive issues which may warrant the manager's involvement and is responsible for performing a variety of analytical personnel and classification work of average difficulty and complexity. Works closely with all levels of Board of Equalization (BOE) management; functioning in a liaison capacity with appropriate control agencies; to provide advise and consultation on a wide variety of personnel related subjects. The incumbent attends a variety of staff meetings and training classes and performs other related duties. Candidate must be able to perform the essential job functions (*) with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
50% *	Provides advice, consultation and recommendations to program managers and supervisors regarding a wide variety of personnel management situations in such areas as staffing, organizational structure, office closures, employee relocations or demotions, retention difficulties, salary issues such as hiring-above-minimum and alternate range change determinations, return-to-work, reasonable accommodations and labor relations; and communicates and works cooperatively with other Personnel Management Division staff to mutually resolve personnel related issues. 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 DPA; and performs classification desk audits when appropriate or requested.
25% *	Conducts classification and pay studies, including job analysis, to establish new classifications or revise existing specifications and to develop examinations; serves as a project coordinator in working with program staff to develop or revise class specifications; develops and reviews allocations standards; independently works with the DPA and the SPB in coordinating the approval of new or revised class specifications; independently prepares a variety of comprehensive and accurate reports, issue papers and correspondence to BOE management and employees addressing a variety of personnel related issues. Assists in the development and review of policies and procedures relating to a variety of personnel issues and makes recommendations as appropriate.
10% *	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 corrective memoranda, performance evaluations, etc.; reviews prospective adverse actions to determine if they are in accordance with State Personnel Board (SPB) and Department of Personnel Administration (DPA) standards, rules and regulations; in consultation with managers and supervisors and Legal Division staff, analyzes material for use in adverse actions and independently prepares adverse actions; assists the Legal Department staff in representing the BOE on such matters before the SPB, DPA or other official agencies. Provides advice to management on employee grievances and reviews grievances and recommendations prepared for the second level review to ensure investigation of facts is accurate and complete. Assists in preparing analysis of labor relations and collective bargaining issues and policies to determine impact on agency operations.
10%	Develops and administers training programs for BOE employees and management; 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%	Serves as a member of qualifications appraisal panels and performs other work related duties.

* **Essential Job Function**

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

SSA 08/10 – Classification and Pay Section