

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Personnel Analyst	OFFICE/BRANCH/SECTION Office of Statewide Liaison Services	
WORKING TITLE District Human Resources Liaison	POSITION NUMBER 702-008-5142-	EFFECTIVE DATE 03/17/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under general direction of the Branch Chief, a Staff Services Manager I in the Division of Human Resources, the Human Resources Liaison provides technical guidance to managers and supervisors regarding current personnel issues, policy and procedure changes, and policy implementation. Provides support to the District staff in various Human Resources areas, such as reasonable accommodation, FMLA/CFRA, workers' compensation, etc. The Human Resources Liaison demonstrates a positive attitude, a commitment to providing quality service that is accurate, timely and exceeds our customers' expectations, and maintains complete confidentiality.

TYPICAL DUTIES:

Percentage		Job Description
25%	E	Essential (E)/Marginal (M) ¹ Advises district management and supervisory staff in resolving or responding to questions related to routine personnel/labor relations issues, such as FMLA, Reasonable Accommodation, etc. Provides guidance to managers and supervisors on the initial phases of the progressive discipline process (i.e., verbal warnings and corrective interview memos), in accordance with established procedures and the principles of progressive discipline by; (1) advising supervisor/manager on documentation required; (2) reviewing memos to ensure appropriateness/completeness, and that proper grammar, spelling, and punctuation guidelines are applied; and (3) reviewing requests for adverse action prior to obtaining signature to ensure completeness. Refers all disciplinary issues involving workplace violence, discrimination, sexual harassment and theft or where an internal/external investigation has been conducted to the Office of Discipline Services in Headquarters.
20%	E	Conducts training on various Human Resources topics for District supervisors and managers. Training will include but is not limited to Duty Statements, Documenting Employee Performance, the Individual Development Plan (IDP) process, Supervising Probationary Employees, Job Expectations, FMLA/CFRA, and Reasonable Accommodation. Training will be conducted regularly and routinely in each District Office regarding personnel procedures and supervisory responsibilities to ensure that existing and newly appointed managers and supervisors are aware of the most current Human Resources processes and information.
15%	E	Serves as the District Office Reasonable Accommodation Liaison. Meet with district staff and/or supervisors/managers regarding the reasonable accommodation process so that issues are resolved within the timeframes set forth by the law. When necessary, discuss complex issues with the Department's Reasonable Accommodation Coordinator to ensure the Department is following the laws, rules, and regulations set forth by the Department of Fair Employment and Housing. As needed, assists district managers and supervisors with the proper placement of district employees regarding work-related injuries by consulting with the District Safety Office and/or Return-to-Work Coordinator (RTWC) in HQ. Works closely with the District Health & Safety Office to assist managers/supervisors determine proper placement of district employees regarding modified work assignments due to temporary work restrictions.
15%	E	Assists with the administration of Management Selection Process (MSP) exams and serves as the Chairperson at the District level. The Liaison works directly with the designated analysts in the CEA & Exempt Services branch and takes full responsibility for the security of a variety of confidential exam-related materials. Any discrepancies and/or irregularities will be communicated to the analyst immediately to minimize delays in the examination process. In addition, the Liaison provides support at the District level to the Headquarters Examination Program by serving as Chief

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		<p>Proctor on all non-MSP exams or serves as Chairperson on Qualifications Appraisal Panel (QAP) interview examinations. As needed, the Liaison may participate on exams as an Assistant Proctor, and is responsible for providing training and/or direction to district staff that participate on exams. At all times, the Liaison is expected to comply with civil service rules and regulations regarding the administration and security of exams, as well as the written guidelines set forth in the Caltrans Examination Security Procedures for Liaisons.</p>
10%	E	<p>Arranges for and ensures the service of actions issued by the District. Serves as the contact person for employee/representative when an action is served, schedules Skelly and Coleman hearings, notifies all parties, provides the Skelly/Coleman Officer with all relevant documents prior to the Skelly/Coleman meeting, and provides timely notification to all parties of the Skelly/Coleman Officer's recommendation as a result of the meeting. On occasion, may be required to serve as a note taker at an actual Skelly/Coleman meeting.</p>
10%	E	<p>Provides expert advice and consultation to District Executive staff regarding personnel operations issues, which requires effective communications with district management to build understanding and to strengthen cooperation in the administration of the Division of Human Resources' policies and procedures in accordance with State laws and rules that govern personnel operations. As necessary, the Liaison works with district management to identify long and short-term personnel/organizational needs so that program goals and objectives are met. Incumbent is responsible for submitting to the Division of Human Resources Branch Chief, for review, approval, and implementation, action plans that effectively meet customer needs by delivering quality services in the most cost effective manner. Knowledge of the Department's program goals and objectives, policies and procedures, Employment Laws, DPA and SPB rules and regulations, and the Government Code, as well as the Division of Human Resources policies, procedures and practices is expected.</p>
5%	M	<p>May serve as back up to the District Transactions Liaison by providing assistance to employees regarding benefits, pay and leave balances, and any other benefit-related issues. The District HR Liaison is expected to provide assistance with coverage to other district offices when necessary, and may assist with special projects and/or other duties as assigned.</p>

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. However, may serve in a lead worker capacity over other HR staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The Human Resources Liaison (HRL) is knowledgeable and able to interpret and apply all laws, rules, policies, and practices related to personnel operations in State government. The HRL must be familiar with and have knowledge of Caltrans mission and goals, and policies and procedures, and be able to apply the personnel management program needed to accomplish them. The HRL must be familiar with the State's progressive discipline process and be able to advise managers and supervisors on appropriate methods of supervision. The HRL must be able to reason logically, use analytical and research techniques to solve difficult personnel problems, use good judgment, and be able to draw valid conclusions and make recommendations for the appropriate course of action. Additionally, s/he must be able to express ideas and present information clearly and logically, both orally and in writing, to managers, supervisors, and employees.

The HRL must have knowledge of various computer applications such as Word, Excel, Powerpoint and the Internet. Must have the ability to develop and deliver oral presentations to groups and staff at various levels within the Department. The HRL will be expected to review and evaluate requests from managers and supervisors that cover a broad range of personnel issues. S/he will develop technically sound alternatives that may include developing new approaches and organizational changes or revisions. S/he must be able to provide thorough and complete staff work on personnel related issues and meet the needs of the operational units. As a member of the Division of Human Resources (DHR), all employees are expected to remain flexible and be willing to adjust work schedules as needed in order to meet operational needs.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The HRL is required to work independently with minimal guidance from his/her supervisor. The HRL, under direction of the supervisor, is responsible for advising management on issues that are sensitive in nature. Failure to provide proper advice to management could result in inappropriate action(s) being taken against an employee, financial liability and/or discredit to the department. The HRL must research existing policies and rules prior to making any recommendation(s) on how to handle any specific issue.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage the Division of Human Resources (DHR) reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The HRL confers with all levels of management and staff in Caltrans and with employee representatives (e.g., union representatives, personal attorneys, etc) in his/her daily activities. S/he may also consult with staff from various control agencies for guidance and assistance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for prolonged periods of time and use computer keyboard and monitor. Must be able to develop and maintain cooperative working relationships with DHR stakeholders. At times the HRL may be required to move large or cumbersome manuals and/or equipment from one location to another. Must be able to attend off-site meetings regularly and must be able to travel to Headquarters occasionally.

Sustained mental activity will be required for problem solving, analysis and reasoning. Ability to recognize emotionally charged issues or problems and able to respond appropriately to difficult situations. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice.

Analysts interact with the public and employees at all levels within the department and other agencies. This interaction requires the ability to develop and maintain cooperative working relationships with individuals of diverse cultural backgrounds.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office at workstations within cubicles under artificial lighting. Incumbent may also be required to travel between District Offices and Headquarters, and work outdoors where s/he may be exposed to dirt, noise, uneven surfaces, and/or extreme cold or heat.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
