STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	Human Resources/Office of Classification & Hiring Services	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Classification and Hiring Analyst	702-009-5157-XXX	

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, Office of Classification and Hiring Services, a Staff Services Manager I, and lead direction from an Associate Personnel Analyst, provides technical guidance to managers and supervisors regarding current personnel issues, policy and procedure changes, and policy implementation. The Staff Services Analyst demonstrates a positive attitude and a commitment to providing quality service that is accurate, timely and exceeds our customers' expectations.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	With the guidance of the lead analyst determine appropriate classification (using class specifications, allocation standard and/or department policies) of all positions to be filled and if necessary perform desk audits to ensure proper level and kind of duties; based on State Personnel Board (SPB) & Department of Human Resources (CalHR) laws and rules and utilizing the State Controllers Office (SCO) employment history database and the SPB on-line certification system, determines employee eligibility for appointment from certifications, transfer change in class determinations, time base increases and reinstatement; prepares necessary documents to appoint persons to positions; reviews proposed personnel actions (i.e. appointments, transfers, out-of-class, T&D assignments, HAM's etc) to ensure conformity with regulations, classification and pay standards of good personnel practices using established guidelines, laws and rules and department policies.
30%	E	Under guidance of a lead analyst advise managers, supervisors, and employees on a variety of personnel issues including interpretation and application of civil service laws and rules and departmental personnel policies; the more complex issues will be discussed with supervisors before action is taken. The goal is to assist in defining issues and developing appropriate solutions including return to work issues and proposed reorganizations that typically require high level approval from control agencies. Conducts analyses on varied and/or sensitive/complex personnel management matters (i.e. merit issue complaints, emergency appointments, grievances, illegal good faith appointments, Board of Control claims, etc.) to provide information, opinions, recommendations, etc, using various personnel references/polices.
15%	E	With the assistance of a lead analyst interpret State Personnel Board and Department of Human Resources laws and rules; ensure the legal employability of staff considering minimum requirements for appointment to their classes as bound by the Federal Uniform Guidelines on Selection and current immigration laws and rules; ensure that non-punitive actions and terminations are taken properly and expeditiously; determine alternate salary ranges and hire-above-minimum amounts for new employees. Assists in developing materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, regulations relating to personnel matters. Participate in the presentation of personnel matters before CalHR, SPB, employees, employee organizations and/or other official bodies, to provide information relevant to the department using supportive data (i.e. expertise, personnel resources, research data, etc).
10%	E	Consult with and advise the Division of Labor Relations (LR) on Out-of-Class grievances filed by employee unions on behalf of employees. Prepare and maintain documented analysis by performing desk audits; meeting with employee and supervisor; and recommending appropriate action to resolve grievance per MOU Bargaining agreements. Work closely with both LR and

		employee unions to develop procedures for implementing policies agreed upon in the MOU (i.e. Post and Bid and various pay differentials).
5%	M	With the assistance of a lead analyst perform or participate in personnel management projects that have departmental impact on personnel operation or policy.

[1]ESSENTIAL 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

Staff Services Analysts do not directly supervise. They may act as lead analysts on special projects

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Staff Services Analysts have a general knowledge of all laws, rules, policies, and practices related to personnel and classification and pay issues in State government and are able to interpret and apply them. Analysts must be familiar with the Department of Transportation's mission and goals and be able to apply the Division of Human Resources' strategic objectives needed to accomplish them. Analysts must have an in-depth knowledge of and the ability to utilize and interpret SCO and SPB on-line databases to obtain information pertaining to employment and payroll history to determine eligibility and appropriate appointment/pay.

Analysts must have ability to reason logically and use analytical techniques to solve difficult personnel problems. They must be able to express ideas and present information clearly and logically, both orally and in writing to managers, supervisors, and employees. Analysts demonstrate a positive attitude and a commitment to conduct business in a professional manner in dealing with the public and department clients and provide quality customer service to all customers.

Staff Services Analysts review and evaluate requests from managers that cover the broad range of personnel considerations including classifications (including job audits), appointments, transfers, performance problems, non-punitive actions and terminations, and out-of-class experiences. They develop technically sound alternatives that may include developing new approaches and organizational change or revisions. They must be able to provide thorough and complete staff work on personnel related issues to meet immediate needs of operation units.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Staff Services Analysts will have access to very sensitive and confidential information. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in civil or criminal actions against those involved.

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 employee's confidential information may damage DHR's 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.

The Staff Services Analysts will be responsible for determining correct appointment method and salary. Failure to do so could result in an illegal appointment and/or overpayment to the employee. This result may lead to action taken against the Department

Staff Services Analysts with guidance from a lead analyst will make determinations of the majority of classifications, which are delegated to the Department in their assigned units. Classification review not delegated to the analyst, and decision sensitive in nature will be discussed with the supervisor prior to decision. Failure to determine the appropriate classification could lead to mis-allocation of funds.

Staff Services Analysts assist in the development of departmental policy concerning a broad range of personnel management subjects and advise management on the non-punitive personnel actions appropriate for problem personnel situations including salary inequities, medical problems, and employability questions. Failure to advise appropriate action

could have the department in violation of state/federal laws.

PUBLIC AND INTERNAL CONTACTS

Staff Services Analysts with the guidance of a lead analyst confer with all levels of management and staff in the Department and with employee representatives, e.g. union representatives, personal attorneys, etc. in their daily activities. With supervisory approval, they also contact control agencies (SPB, CalHR etc) for consultation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also have to occasionally travel to offices and field locations throughout California.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE