



JOB OPPORTUNITY BULLETIN

CLASSIFICATION:	Associate Personnel Analyst <i>(Will consider hiring a Staff Service Analyst)</i>
TENURE:	Permanent
TIME BASE:	Full Time
SALARY:	APA: \$4,784.00 – \$5,988.00 SSA: \$3,063.00 – \$4,980.00
LOCATION:	Personnel Office, Administrative and Financial Management Div. Sacramento
FINAL FILING DATE:	July 16, 2018

DUTIES/RESPONSIBILITIES:

Under the general direction of the Classification and Pay Manager, the Classification and Pay Analyst performs the more complex analytical and technical work within the Personnel Office and provides technical assistance and guidance regarding the Commission's personnel management program to managers, supervisors and employees. Processes recruitment requests for personnel actions (RPA); utilizes the California Human Resources Department's (CalHR) On-line Certification System (ECOS) to request and process certification lists for the establishment of viable candidate pools; maintains and updates eligible's records on the certification lists (i.e. active, inactive, address changes, etc.) utilizing information obtained from the candidate and other list clearance methods; posts job bulletins for active recruitments to ECOS and the Energy Commissions intranet; processes, assembles and routes applications to hiring supervisors; establishes and maintains files for recruitments including information such as job announcements, ECOS posting, certification list copies, application logs, etc.; prepares, maintains and archives recruitment folders as needed.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Classification and Pay experience
- Certification Process experience
- Project management experience
- Excellent verbal and written communication skills
- Good judgement, creativity and flexibility
- Excellent interpersonal skills, including the ability to work in a team atmosphere and independently



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WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will be accepted. Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #208-515 position number 208-5142-816, in the explanation section of the STD. 678. Applications will be screened for experience and only the most qualified will be contacted for an interview.

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #208-515
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922