



<b>Classification:</b> Associate Personnel Analyst	<b>Position No.</b> 208-5142-816
<b>CBID:</b> R01	<b>Office:</b> Classification and Pay
<b>Date Prepared:</b> July 2, 2018	<b>Division:</b> Administrative & Financial Management
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction of the Staff Services Manager I, Classification and Pay Manager, the incumbent performs the more responsible, varied and complex technical work within the Personnel Services Office and provides assistance and guidance to all levels of management and Commission staff on personnel related issues.

**WORKING CONDITIONS.** The work is performed in an indoor office setting requiring the incumbent to sit, stand, and/or walk.

**DUTIES AND RESPONSIBILITIES:**

The incumbent is required to communicate effectively, work alone and/or in a team environment, use a personal computer, appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 40% Independently analyze and recommend appropriate classifications based on duty statement and/or desk audit review; ensure requests comply with applicable allocation standards, laws, rules, policies and procedures, analyze and determine appropriate alternatives to meet management needs, assist managers in employee selection by determining appropriate classification and provide alternatives and recommendations for the resolution of classification issues; recommend appropriate salary levels for hiring above the minimum (HAM) requests and reviews out-of-class claims and recommends appropriate action.(E)
- 30% Process all recruitment requests for personnel actions (RPA); utilize the California Department of Human Resources (CalHR) Exam and Cert On-line System (ECOS) to request and process certification lists for the establishment of viable candidate pools; maintain and update eligible records on the certification lists (i.e. active, inactive, address changes, etc.) utilizing information obtained from the candidate and other list clearance methods; post all job bulletins for active recruitments to ECOS and the Energy Commissions intranet; process, assemble and route all applications to hiring supervisors; establish and maintain files for all recruitments including information such as job announcements, ECOS posting, certification list copies, application logs, etc.; prepare, maintain and archive recruitment folders as needed. Update the personnel database with required recruitment and appointment information as needed. (E)
- 15% Conduct research on various areas of classification and pay; conduct complex classification and pay and organizational studies; prepare specification revisions and State Personnel Board items for new or revised classifications; recommend and draft personnel management policy and procedures.



Advise management on all facets of civil service laws, rules, regulations, policies, and procedures. May lead special projects. (E)

10% Provide technical advice to management, division liaisons, and employees on personnel management issues; interpret policies, procedures, laws, rules, and standards; develop personnel policies and procedures and makes presentations on various aspects of the Commission’s personnel management program. Conduct research and recommend solutions for process improvements. Update the personnel database with required recruitment and appointment information as needed. (E)

5% Performs other personnel related duties as required. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
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Vacant Associate Personnel Analyst	Maxine Freeman Staff Services Manager I
Date	Date