

**Associate Personnel Analyst**

Will also consider a Associate Governmental Program Analyst

Permanent – Full-Time

Position Number 339-100-5142-900

**SALARY RANGE: \$4,738-\$5,931**

**DUTIES:** Under the general direction of the Human Resources (HR) Manager, the Associate Personnel Analyst performs the more complex analytical and technical work within the HR office with an emphasis on all aspects of the selection process. This position requires the incumbent to work independently, exercise a high degree of initiative, and use good judgment to produce high quality work products; manage multiple tasks and priorities; meet deadlines; and establish and maintain effective working relationships. Duties include, but are not limited to:

**Classification and Recruitment (60%)**

- Research, analyze and recommend appropriate classifications based on duty statement and/or desk audit review; ensure that requests comply with applicable allocation standards, laws, rules, policies and procedures, assist managers in employee selection by determining appropriate classification and provide alternatives and recommendations for the resolution of classification issues.
- Process recruitment requests for personnel actions; establish and maintain files for recruitments; review required documents and/or provide assistance in the creation of documents such as interview questions, job bulletins, and screening criteria; identify any special recruitment efforts and potential candidate pools, utilize the California Department of Human Resources (CalHR) online certification system to request and process certification lists; post job bulletins to the CalHR vacant positions database and the office website.
- Process, assemble, and route all applications to hiring managers; review and/or assist with application screening ratings, prepare interview packets, participate on hiring panels, ensure selected candidate has eligibility; check references and review Official Personnel Files if applicable; send background information to potential candidate if applicable; prepare a salary determination; and obtain approval to make hire.
- Advise employees in various matters, including eligibility to compete in exams, employment or advancement opportunities, and employment list usage following SPB laws and rules.

**Examinations (30%)**

- Conduct job analyses for examinations, develop examinations and test items, determine pass point, create benchmark rating criteria, conduct pilot testing, and all other tasks related to exam development and validation while considering SPB laws and rules, Federal Uniform Guidelines on Employee Selection, and other relevant regulations.
- Administer examinations in accordance with the State Personnel Board rules and regulations and ensure compliance with all applicable rules and regulations. Evaluate, plan, and execute the entire examination process throughout all stages of the examination, including but not limited to, determining the examination type (e.g., written, oral, education and experience), prepare and post exam bulletins, perform application review to determine candidate eligibility, prepare appropriate correspondence, prepare and arrange of examination site and materials, input candidate examination information into the office system, create eligible lists, generate various reports, and conduct post examination analyses.
- Administer Career Executive Assignment (CEA) examinations; including but not limited to, developing and posting announcements; developing rating criteria, scoring applications; generating correspondence, an eligibility list, and other related documents; ensuring all required documents are in the file; etc.

## **Policies and Procedures (10%)**

- Participate in work teams in order to facilitate such activities as personnel process improvement, formulating policy and procedures, problem resolution and other personnel projects by providing expertise and analysis in a variety of personnel subject areas.
- Review and analyze existing policies, standards, and procedures related to the HR functions. Work closely with various levels of staff to develop policies, procedures, and manuals; and maintain and update forms and policies on the office Intranet site.
- Develop and provide training to staff on HR-related policies and procedures.

---

## **DESIRABLE QUALIFICATIONS:**

- Experience in performing personnel-related work in state government.
- Experience in interpreting and applying employment laws, rules, and regulations.
- Experience in analyzing and solving difficult personnel problems.
- Exceptional communication skills both orally and in writing.
- Ability to maintain confidentiality of all information entrusted to the position.
- Experience prioritizing assignments and managing multiple tasks.
- Demonstrated analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective action.

---

**WHO MAY APPLY:** Current state employees with status in the Associate Personnel Analyst or Associate Governmental Program Analyst class, lateral transfers from an equivalent classes, former state employees who can reinstate into either class, and those with list eligibility.

**HOW TO APPLY:** Submit a standard state application (STD. 678) and Statement of Qualifications (SOQ) for the hiring manager's review. The SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

Mail or email a signed STD. 678 and SOQ to the address below.

### **Location**

California State Auditor  
Human Resources Office  
621 Capitol Mall, Suite 1200  
Sacramento, California 95814

### **Contact**

Lynne Gaal  
(916) 445-0255, ext. 226  
[LynneG@auditor.ca.gov](mailto:LynneG@auditor.ca.gov)

**FINAL FILING DATE: JULY 28, 2017**

Applications without an SOQ will NOT be accepted. All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

**Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.**

All state auditor employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**