

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#:

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EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency - Unit - Class - Serial) 042-210-5142-805, 806, 807
UNIT NAME AND CITY LOCATED Selection Services Section, Sacramento	CLASS TITLE Associate Personnel Analyst
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO 501 J Street, 3 rd Floor
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the direction of the Selection Services Section Manager (Staff Services Manager I), the Associate Personnel Analyst (APA) performs the most complex analytical and technical work for the Selection Services Section in the Employment and Outreach Unit. The APA provides innovative examination development, assembly, and administration services and functions as the primary exam analyst responsible for the creation, maintenance, administration, and continual evaluation of California Correctional Health Care Services (CCHCS) exams. Additionally, the APA develops and administers department wide examinations for correctional institutions/facilities as needed and provides examination consultation and technical assistance, policy guidance, and interpretation of the State Personnel Board selection laws, rules, and regulations; provides examination information; and responds to questions from CCHCS Regional Personnel Offices and CCHCS Liaisons staff, State employees, candidates seeking State employment, and the general public.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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ESSENTIAL FUNCTIONS	
30%	Provides consultation, technical assistance, and policy guidance to departmental program staff regarding the most complex examination problems, policies, procedures and testing needs. Consults with regional personnel, Division of Health Care Services, and CCHCS liaison staff regarding administration of mental health, dental, and department wide examinations. Monitors examination projects and coordinates, develops, and implements test administration for clinical, professional, paraprofessional, and general occupational job classifications and servicewide examinations. Conducts job analyses and designs, develops, and/or validates various types of test instruments based on job analysis results.
30%	Provides technical expertise to subject matter experts, program staff, and department and selection staff to enhance current selection procedures with specific focus on enhancing current online applicant screening and testing processes and adapting traditional paper-pencil processes to online processes; identifies problems and challenges and makes recommendations to improve selection and examination services. This includes technical consultation; liaison with department and program staff; development of examination materials; development and administration of testing that meets technical and legal standards, in addition to departmental objectives.
25%	Initiates recommendations for improvements of selection services; conducts research in areas specific to HR and participates in the creation of and data collection for HR-related metrics designed to assess the value of selection processes offered to CCHCS' customer base; responsible for quality innovations in the selection process; develops procedures to enhance the examination process; provides guidance to CCHCS in order to deliver the most effective and efficient examination services available. Communicates with program staff verbally and in writing to identify selection and testing issues and implement resolutions to selection and processing problems.
15%	Provides information to the public on the selection process and provides instruction to departmental staff relative to the selection process through seminars, workshops, and training courses. Other related duties deemed necessary to operate the Selection Services Section.

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	<p>KNOWLEDGE AND ABILITIES</p> <p><u>Knowledge of:</u> Comprehensive knowledge of principles and practices of personnel management in order to effectively perform personnel program functions (e.g., job analysis, exam planning and administration, consultation, etc.). Technical knowledge of test construction in order to design and produce materials and conduct examinations for various classifications.</p> <p><u>Skill in:</u> Skill to evaluate qualifications of applicants and interview effectively (examination setting) to ensure compliance with laws, rules, regulations, procedures, etc. Skill to act as a lead person and provide instruction and/or guidance in order to facilitate projects and/or assignments related to Employment and Outreach and the Human Resources Division.</p> <p><u>Ability to:</u> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex personnel-related problems; perform research in various personnel fields; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; apply laws, rules, standards, and procedures; consult with and advise management or other interested parties on a variety of personnel-related subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of those contacted during the course of work; act as a team leader; and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>SPECIAL PERSONAL CHARACTERISTICS: Demonstrated ability to act independently and exhibit open-mindedness, flexibility, and tact.</p> <p>ADDITIONAL DESIRABLE QUALIFICATIONS: The ability to speak clearly and concisely and articulate the most complex issues both orally and in writing. The ability to effectively multi-task; track projects and monitor deadlines, taking appropriate action to ensure appropriate timeframes for various activities are met.</p> <p>INTERPERSONAL SKILLS: Work independently and in a team setting.</p>	
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p>		
	<p>SUPERVISOR'S NAME (Print)</p>	<p>SUPERVISOR'S SIGNATURE</p>
		<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p>		
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
	<p>EMPLOYEE'S NAME (Print)</p>	<p>EMPLOYEE'S SIGNATURE</p>
		<p>DATE</p>