



Classification: Associate Personnel Analyst	Position No. 535-208-5142-xxx
CBID: R01	Office: Personnel – Payroll and Benefits
Date Prepared: July 10, 2018	Division: Administrative and Financial Management
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Staff Services Manager I, Payroll & Benefits Unit in the Personnel Office, the Associate Personnel Analyst (APA) serves as the Disability Coordinator for the Commission, handles the more complex and analytical payroll and benefit issues while demonstrating a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers’ expectations. Develops departmental communications, provides technical assistance and guidance regarding the Commission’s personnel management program to managers, supervisors and employees, researches and recommends solutions as necessary. The APA may act in a lead role over unit staff for training and workload purposes providing oversight on policy and procedural issues.

WORKING CONDITIONS. Work is performed indoors in an office setting, requiring the incumbent to sit, stand and/or walk.

DUTIES AND RESPONSIBILITIES:

50%

- Serves as the Disability Coordinator for the department. Advises employees on State Disability Insurance, Non-Industrial Disability Insurance, Workers Compensation and other leave benefit options.
- Audits and reviews timekeeping records for accuracy to ensure compliance in adherence to the State Controller’s Office (SCO), Leave Accounting System guidelines.
- Represents the department on various agency and statewide task forces and committees on a variety of personnel subjects that affect salaries and benefits.
- Responds verbally and in writing to inquiries regarding personnel/payroll issues and leave accounting discrepancies.
- Interprets federal and state statutes, regulations and policies in personnel areas for impact on departmental operations, makes recommendations on related departmental policies. (E)

30%

- Utilizes Excel to display data in spreadsheets. Develops new reports and updates monthly reports for distribution to personnel staff, Labor Relations, Budget Office, Accounting Office and other CEC units as needed.
- Process and provide information and assistance to employees regarding state sponsored benefits.

DUTY STATEMENT



- Develops and update policies and procedures relating to payroll and benefits as well as departmental communication. (E)

15%

- Research and apply civil service laws and rules, regulations, agency policies and procedures and collective bargaining agreements as they apply to personnel.
- Maintain working relations with control agency liaisons.(E)

5%

- Performs other duties as required, consistent with the specifications of the classification. (M)

Other

Information

- Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
_____		_____	
Employee	Date	Stacey Leach	Date
Associate Personnel Analyst		Staff Services Manager I	