



Classification: Staff Services Analyst	Position No. 208-5157-xxx
CBID: R01	Office: Classification and Pay
Date Prepared: June 4, 2018	Division: Administrative & Financial Management
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Staff Services Manager I, Classification and Pay Manager, the incumbent performs work of average difficulty in a wide variety of analytical and 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:

- 45% 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; post all job bulletins for active recruitments to the CalHR vacant positions database, ECOS and the Energy Commission’s 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, archive recruitment folders as needed. (E)
- 35% Review, analyze, and make recommendations on RPAs; ensure requests comply with applicable allocation standards, policies, laws, rules and procedures; consult with management to provide alternatives and recommendations for resolution of classification issues, prepare classification and pay proposals, and maintain classification files in accordance with the CalHR delegation agreement. Participate as a team member on classification and pay 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 make presentation on various aspects of the Commission’s personnel management program. Conduct research and recommends solutions for process improvements. (E)
- 5% Update the personnel database with required recruitment and appointment information as needed. (M)



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

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			
_____		_____	
Vacant	Date	Maxine Freeman	Date
Staff Services Analyst		Staff Services Manager I	