

California Energy Commission



CLASSIFICATION: Associate Personnel Analyst

TENURE: Permanent

TIME BASE: Full Time

SALARY: Associate Personnel Analyst
 Range A - \$4,975 - \$6,228
 Range L - \$5,125 - \$6,415
Position may become confidential

LOCATION: Human Resources & Support Services Branch
 Administrative & Financial Management Services Division

FINAL FILING DATE: **Until Filled**

DUTIES/RESPONSIBILITIES: Under the general direction of the Human Resources and Support Services Branch Manager, Staff Services Manager III, the Associate Personnel Analyst works independently and in collaboration with the Labor Relations Specialist to build an effective Labor Relations and Performance Management Unit within the California Energy Commission (Commission). The incumbent serves as a personnel consultant performing the more responsible, varied, complex technical and analytical personnel work. The incumbent works in close partnership with other staff within the Human Resources and Support Services Branch on performance matters and provides quality service to the programs.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of human resources laws, rules and policies
- Knowledge of and experience with progressive discipline
- Excellent verbal and written communication skills and the ability to develop and conduct presentations
- Experience in negotiating with control agencies on sensitive issues; and the ability to maintain credibility and cooperation with management and all levels of employees
- Knowledge of the collective bargaining process
- Excellent customer service and interpersonal skills; including the ability to effectively handle conflict
- Ability to use good judgement, act independently, utilize effective problem-solving skills and multi-task

STATEMENT OF QUALIFICATIONS (REQUIRED)

Statement of Qualifications (SOQ) Instructions:

Please answer/address the questions/statements below. Your responses must be numbered to coincide with the numbered questions/statements below and be no more than a total of two pages using a 12-point font. Applications received without a SOQ will not be considered.

1. Describe your experience, education, and/or training as it relates to progressive discipline. Be specific.
2. Describe your ability to establish and maintain effective working relationships with management, a wide variety of departmental staff and other external partners. Provide examples.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #208-148 and Position #535-208-5142-XXX in the “Explanation Section” of the STD. 678.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

California Energy Commission
Attn: RPA 208-148
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:
<http://www.energy.ca.gov/careers/jobs.html>

For additional questions regarding this recruitment, you may contact (916) 653-4521 or email personnelservices@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922