

DUTY STATEMENT

Class Title Staff Services Analyst	Position Number 581-330-5157-709
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Administration Unit	
Section Business Operations Section (BOS)	
Branch Chronic Disease Control Branch (CDCB)	
Division Chronic Disease and Injury Control (CDIC)	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Staff Services Analyst (SSA) performs analytical and administrative tasks necessary to support the programs in the Chronic Disease Control Branch (CDCB). The SSA acts as the Personnel Liaison and Training Coordinator for CDCB. Under the supervision and review of a supervisor, the incumbent performs the varied and less complex technical analytical staff services assignments.

Supervision Received: Supervision from the Staff Services Manager II, BOS Chief.

Supervision Exercised: None.

Description of Duties: See below.

Percent of Time	Essential Functions
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35%	<p>Performs personnel liaison activities for CDCB of average difficulty, including reclassifying and redirecting positions; recruiting and coordinating the interview and selection process; clearing the certification list, and coordinating the request to Hire Above Minimum (HAM) process. Keeps up-to-date on CalHR and CDPH Human Resources Branch (HRB) personnel policy and procedure changes and disseminates that information to CDCB staff including the Senior Management Team. Analyzes less complex personnel requests to ensure duty statements meet the CalHR job specifications and position allocations guidelines. Uses Microsoft Office Suite products to create, submit, and track blanket authority requests through to completion. Initiates, completes, and attaches all required Request for Personnel Action (RPA) information and documentation for CDCB in the Online Appointment and Separation Information System. Follows up on RPA actions as needed. Revises justifications and duty statements, requests freeze exemptions, and requests exemptions to the hiring process in consultation with management. Consults with CDCB management on personnel issues including duty statement development, Individual Development Plan due dates, and Probationary Report due dates. Reviews job application packages received to determine if potential candidates meet the hiring criteria. Completes the appropriate forms and processes necessary for the CDPH HRB Certification Unit staff to verify candidates meet minimum qualifications (MQs) prior to candidate notification. Ensures certification lists are appropriately reviewed and coded. Consults with HRB Analysts regarding the use of other appointment methods including transfers and training and development assignments. Writes conditional and/or final job offer letters and distributes them to candidates in consultation with management. Liaises between</p>
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CDCB management and candidates during all phases of the recruitment process. Completes checklists and transmittals as appropriate for timely submission with all hire and exit documentation. Uses Microsoft Visio to revise organizational charts in consultation with management. Creates and maintains CDCB personnel database using Microsoft Access. Tracks merit salary adjustments for all CDCB staff. Prepares and posts job recruitments on CalHR’s Vacant Position Online System (VPOS), via email to staff, and by other appropriate venues. Responds to inquiries and questions from the public regarding recruitments.

20% Liaises between CDCB staff and the units within the CDPH HRB to obtain personnel related information. Consults with the various CDPH HRB units in order to provide assistance to CDCB staff regarding issues related to personnel such as payroll and benefits, classification and pay, or selections and certification. Collects and distributes payroll warrants and direct deposit advices in accordance with CDPH Accounting protocol; may serve as backup to CDIC Division staff for related payroll activities.

15% Assists in ensuring employees receive, complete, and submit necessary HRB documents timely including benefits enrollment/disenrollment, Employee Action Requests, and other hiring and exit forms. Updates CDCB staff information in the online Personnel Directory. Maintains strict confidentiality and security of all personnel documents, including paper copies and electronic files. Maintains filing systems by regularly archiving and utilizing the appropriate records management retention schedule and instructions. Trains incoming staff on the proper use of the Time and Leave Reporting System (TLRS) including requests for time off. Coordinates annual submission of the Conflict of Interest (COI) Form 700 for CDCB, including identifying, notifying, tracking, and following up with affected staff; obtaining staff and manager signatures; and submitting complete COI Form 700 packets timely to HRB.

15% Serves as primary and secondary CDCB Drill Coordinator of the Week at least twice monthly for all CDCB drills by coordinating with management and related program staff. As the primary source of personnel information, responds to intra- and interdepartmental personnel drills and requests for information in consultation with management. Serves as primary and backup coordinator to CDCB staff to complete and respond to administrative drills. Researches necessary information to ensure that all drill responses are accurate, complete, and timely. Represents CDCB at administrative meetings, CDPH HRB personnel sponsored meetings, and related trainings. In coordination with the CDCB Accounting Analyst and program staff, reconciles the monthly Employee Master File (EMF) and completes personnel position tracking drills in consultation with management. Reviews and reports to management on the monthly State Controller’s Office reports to ensure positions are not lost to Government Code Section 12439.

10% Serves as the Training Coordinator for CDCB, including verifying mandated training reports in the Public Health Employee Training Tracking System (PHETTS), updating training dates, reminding staff of all upcoming mandatory training, and maintaining certificate records. Coordinates with management to enroll staff in various in-service and out-service trainings via various processes, including creating and submitting Service Orders. Ensures vendors are reimbursed or otherwise paid timely. Coordinates with management to enroll staff in no-cost webinars, informs staff of available training opportunities, and participates in training.

Percent of Time Marginal Functions

5% Performs other job related duties as required.

Employee’s signature	Date
Supervisor’s signature	Date