**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

| **INSTRUCTIONS:** A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
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| CDFW DIVISION/BRANCH/REGION/OFFICE  Human Resources Branch | POSITION NUMBER (Agency-Unit-Class-Serial)  565-011-5142-XXX |
| UNIT NAME AND LOCATION  Administration - Sacramento | CLASS TITLE  Associate Personnel Analyst |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under supervision of the Staff Services Manager I, this position independently consults with California Department of Fish and Wildlife staff on all facets of human resources management. Duties include, but are not limited to the following essential functions: | |

| **PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.) | | |
| --- | --- | --- | --- |
|  | **ESSENTIAL FUNCTIONS**:  **CLASSIFICATION:** Analyze and recommend appropriate classifications based on duty statement and/or desk audit review. Assist managers in employee selection by determining the appropriate classification; and evaluate and analyze requests for personnel action to determine if proposal meets allocation standards. Analyze and approve requests for variable compensation (e.g., hire above minimum, red-circle rates, alternate range movements, etc.). Review out-of-class claims and recommends appropriate action. Consults with CalHR and SPB staff on a variety of classification and appointment issues. Review existing organizational structures and makes recommendations for appropriate revisions.  **EMPLOYEE ACTIONS:** Counsel and advise managers on performance appraisal and disciplinary matters; coordinate these efforts with the Legal Office; prepare formal adverse action documentation; and provide assistance in representing the Department at SPB administrative hearings. Counsel and advise managers on medical issues, including Family and Medical Leave Act and California Family Rights Act provisions, fitness for duty exams, and department initiated disability retirement applications. Advise the Equal Employment Opportunity Officer on issues affecting personnel management matters.  **NON-ESSENTIAL FUNCTIONS**:  **STUDIES, RESEARCH and TRAINING:** Conduct complex classification and pay and organization studies; prepare specification revisions and SPB Agenda Items for new or revised classifications; recommend and draft personnel management policies and procedures. Develop and provide training material on all facets of human resources management.  **KNOWLEDGE AND ABILITIES:**  **Knowledge of:** Applying principles and practices of public personnel management ; classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.    **Skill to:** Applying principles and practices of public personnel management.  **Ability to:** Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze an solve difficult technical personnel problems appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others analyze data and present ideas and information effectively; train an supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.  **DESIRABLE QUALIFICATIONS**:  **Special Personal Characteristics**: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.  **Interpersonal Skills**: Work independently in a team setting.  **WORKING CONDITIONS**:  Ability to use a computer keyboard several hours a day.  Involves sitting most of the time, but may involve walking or standing for brief periods.  Attend meetings and hearings; work with staff statewide to complete work assignments.  Occasional travel may be required.  : | | |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** | | | |
| **PRINT SUPERVISOR’S NAME** | | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **EMPLOYEE’S STATEMENT**: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**  **I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.** | | | |
| **PRINT EMPLOYEE’S NAME** | | **EMPLOYEE’S SIGNATURE** | **DATE** |