



Classification: Associate Personnel Analyst  
Working Title: Personnel Analyst  
Tenure/Time Base: Permanent/Part-time  
Salary: \$5,518.00 - \$6,907.00  
Posted: July 28, 2022  
**Final Filing Date: August 12, 2022**

The California Student Aid Commission, located in Rancho Cordova, is the principal state agency responsible for administering approximately \$4 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The mission of the California Student Aid Commission is to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs.

### **About the Commission's Programs**

The Fiscal and Administrative Services Division (FASD) supports the programs, staff, and partners of CSAC in its efforts to promote educational equity by making postsecondary education affordable for all Californians by administering financial aid and outreach programs. It is FASD's mission to provide exceptional customer service in the areas of budgeting, human resources, accounting, and business services while abiding by laws, regulations, and proper business practices that guide our operations.

Personnel Services provides information, advice, and consultation to the Commission and staff on a variety of personnel matters.

Free parking and telework options are available for this position.

### **Highlights of the Job**

- Develops and participates in the implementation of a learning management system.
- Participates and conducts various committee meetings.
- Reviews, researches, analyzes, prepares and/or evaluates requests for personnel action's and ensures appropriateness of classifications, reporting relationships and organizational placements.
- Provides advice to management on performance and disciplinary issues.
- Develops and revises personnel policies and procedures and conducts training.

### **Preferred Qualifications**

- Thorough and detailed knowledge of appropriate laws, rules, regulations, and contract language pertaining to hiring, recruitment, performance management, progressive discipline, and pay.
- Excellent written, oral communication and computer skills.

- Ability to work independently and as a team.
- Ability to organize and prioritize workload and flexibility in changing priorities.
- Utilize good judgement and maintain confidentiality of information.
- Excellent attendance and customer service skills.

## Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the Associate Personnel Analyst classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in an Associate Personnel Analyst position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the [Associate Personnel Analyst](#) classification. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678; please ensure applications contain completed information or your application may not be accepted.

## How to Apply/Final Filing Date

Please reference **RPA #21-076, JC-319932, Position #270-734-5142-XXX, Associate Personnel Analyst** in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678). Applications must be received or postmarked by the final filing date of **August 12, 2022**.

Electronic submission of applications may be completed through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). Please contact the Personnel Office at (916) 464-3949 or email at [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov) if you need assistance with the electronic application process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission  
P.O. Box 3210  
Rancho Cordova, CA 95741-3210  
Attn: Personnel-Recruitment

CA Student Aid Commission  
11120 International Drive, Suite 100  
Rancho Cordova, CA 95670  
Attn: Personnel-Recruitment

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender identity or expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex

(includes pregnancy, childbirth, breastfeeding, and related medical condition), and sexual orientation of any person.

It is an objective of the State of California to achieve a drug free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

# CALIFORNIA STUDENT AID COMMISSION

## DUTY STATEMENT

### Position Identification:

Employee Name:	Vacant
Classification:	Associate Personnel Analyst (.5 FTE)
Working Title:	Personnel Analyst
Position Number:	270-734-5142-xxx
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	May 1, 2022
Effective Date:	TBD

### Function (Summary of Responsibilities):

Under the general direction of the Staff Services Manager II, the Associate Personnel Analyst serves as a full journey level analyst and performs the more responsible, varied, and complex analytical work in the administration of the Commission's personnel management programs including but not limited to classification and pay, recruitment, selection, training, position control, performance management and progressive discipline, and labor relations.

### Reporting Relationships:

Reports directly to the Staff Services Manager II with exception to \* below, will report directly to the SSM I.

### Program Identification:

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Personnel Services provides information, advice, and consultation to the Commission and Staff on a variety of personnel matters.

## Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 25% Assist with developing and participating in the implementation and maintenance of a learning management system in support of an employee development program. Works with management to create and oversee strategies to ensure that all levels of staff are receiving the necessary and appropriate trainings through the use of a learning management system. Collects and analyzes data to periodically validate the relevance of leadership and staff development competencies and assessing competency-related training and development needs.
- 20% Participates and conducts various management meetings and committees as needed, including but not limited to the Disability Advisory Committee, Wellness Advisory Committee, Diversity, Equity and Inclusion Committees. Collaborates, develops goals and objectives in meeting CSAC's needs and strategic plan. Responsible for bringing information back to the program for discussion and complete assignments and/or reports as needed. Provides solutions to organizational problems.
- 20% Advise management on various personnel issues (e.g., upward mobility, progressive discipline, employee, and management rights, etc.). Provide advice to management on performance and disciplinary issues; evaluate performance issues and make recommendation for the appropriate level of corrective action to be taken if appropriate. Review/draft/edit letters/documentation to employees regarding behavior and performance. Review and analyze requests from managers for adverse action; recommend appropriate action; gather data and prepare adverse actions, ensure actions are legally served and employee's Skelly rights are met. Consult with legal staff in preparation for appeal hearings. Develops upward mobility program requirements, training and processes, identification, and development of career ladders, working with managers and supervisors in implementation of program plans and reporting goals in compliance with State laws and State Personnel Board requirements. Develops a workforce succession plan to address short and long-term strategies for leadership and staff to ensure readiness for future professional opportunities.
- 10% Review and coordinate responses to union inquires, including responses to formal grievances; advise management on labor relations and bargaining unit contract issues; maintain knowledge of labor relations policies and procedures. Assist with special projects and reports related to personnel, including back up for position control and resolving complex transaction issues.
- 10% Serve as the Department's Limited Examination and Appointment Program (LEAP) coordinator. Works with program supervisors and managers to communicate Job Examination Period (JEP) due dates, provide tools and information, and consult on any issues that may arise throughout the JEP. Serves as the back up to the Americans with Disability Act (ADA), Bilingual Services, and Reasonable Accommodations coordinator.

10% \*Research, analyze and make recommendations on a variety of personnel management related assignments and projects, including but not limited to, classification and pay, recruitment, selection, formal memorandums or reports on personnel matters, presentations on personnel programs, development or revision of personnel policies and procedures, or presentation of training.

**Non-Essential Functions**

5% Other duties as required.

**Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

**Working Conditions:**

Employee's work is to be performed within an office environment, may work remotely, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

**Attendance:**

Must maintain regular and acceptable attendance.

**Signature:**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\*Duties of this position are subject to change and may be revised as needed or required.