



Classification: Associate Personnel Analyst  
Working Title: Personnel Analyst  
Tenure / Time Base: Permanent / Half-Time

The California Student Aid Commission (CSAC), Equal Employment Opportunity (EEO), Labor Relations, Human Resources, and Training Section, is seeking a **part-time** Associate Personnel Analyst. In this role, you will function as the subject matter expert in Training, EEO & Personnel related matters.

Read more details about this opportunity and to apply at <https://calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControllId=426386>.

**About you:** You enjoy working in a fast-paced environment and want to support the CSAC's mission. The following bullet points describe you:

- You have experience assisting with developing and participating in the implementation and maintenance of a learning management system.
- You have experience participating in and conducting various management meetings and committees, including the Disability Advisory Committee and Diversity, Equity and Inclusion Committee.
- You have experience successfully advising management on various personnel issues (e.g., upward mobility, progressive discipline, employee, and management rights, etc.).
- You have experience successfully reviewing and coordinating responses to union inquiries, including responses to formal grievances.
- You have experience successfully serving as the Department's Limited Examination and Appointment Program (LEAP) coordinator.
- You have experience successfully researching, analyzing and making recommendations on a variety of personnel management related assignments and projects.
- You have experience working with executive staff, management, employees, and stakeholders.

**Location:**

CSAC's Headquarters:  
11120 International Drive, Suite 100  
Rancho Cordova, CA 95670

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the California Student Aid Commission's current telework policy. While the California Student Aid Commission supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the

Department or commute to the headquartered location. Business travel reimbursements consider an employee's designated Headquarters Location, primary residence, and may be subject to change by the California Department of Human Resources. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

**Salary Ranges:** \$5,684.00 - \$7,114.00

**Benefits:** Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

**Last day to apply:** April 21, 2024

**What you'll do:**

- You will be the subject matter expert performing 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.
- You will be responsible for working with management to create and oversee strategies to ensure that all levels of staff receive the necessary and appropriate trainings through the use of a learning management system.
- You will provide consultation with managers and supervisors on employee discipline and various personnel management issues and ensure compliance with government codes, laws, rules, and regulations.
- You will be collaborating, developing goals and objectives in meeting CSAC's needs and strategic plan.

**About CSAC**

As the principal state agency, the California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. By joining us, you become part of a passionate and driven organization dedicated to its mission where all areas across the organization are aligned with the common goal of developing technical and analytical skills and leadership abilities, through promoting teamwork and cross-functional teams.

**Diversity, Equity, and Inclusion at CSAC**

Diversity Statement: Here at the CSAC, we want all of our employees to feel respected, valued, appreciated, and equipped to thrive. CSAC encourages employees to work together to fuel the creativity and innovation process necessary to serve our customers well. This commitment fosters an inclusive work environment where all backgrounds, cultures, and personal experiences are honored as we join in common cause to make college affordable for all California students.

The State of California is an Equal Employment 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 conditions), and Sexual Orientation of any person.