

California Department of Corrections and Rehabilitation (CDCR)
Enterprise Information Services (EIS)
Duty Statement

Section:	Enterprise Information Services
Unit:	Policy/Planning, Project Management and Acquisitions – Human Resources
Position Number:	065-620-5393-VAR
Classification:	Associate Governmental Program Analyst
Date:	September 21, 2015

Supervision:

Under direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) will work as part of the Enterprise Information Services (EIS), Policy, Planning, Project Management and Acquisitions (PPPMA) Human Resources (HR) team. The incumbent acts as the Personnel Liaison for EIS and works closely with management and other key staff to develop, implement, review and maintain the Information Technology (IT) recruitment plan, hiring and retention policies, and personnel processes and procedures; performs program and policy analysis, responds to contacts and answers questions regarding careers and employment with EIS. The incumbent will also be assigned to the more complex special projects and efforts to evolve the IT workforce to meet current and future needs. The incumbent operates within a largely unsupervised environment, but within a clear accountability framework. Travel is required.

Knowledge:

This is the full journey level analyst class. As such, the incumbent is a subject-matter generalist who has demonstrated possession of intellectual abilities, the management tools, and the personnel qualifications to succeed in a variety of general staff services settings. The incumbent must have knowledge of principals, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel, and management analysts; government functions and organization; and methods and techniques to effectively facilitate and organize meetings and conferences. The incumbent must be familiar with information technology classifications, hiring and recruitment practices, methods and principles, CDCR departmental policies, State Personnel Board (SPB) and California Department of Human Resources (Cal HR) laws and rules.

Complexity:

The Incumbent will be assigned to work on a broad range of analytical duties and assist with managerial problems that may be interdisciplinary in nature. The incumbent may act as project lead and will work in a team environment on assignments. The incumbent will engage in business relationships across the organization and Department with tact, perspective, and open-mindedness. The incumbent will be required to analyze data and situations, reason logically and creatively, identify problems, apply creative thinking, draw valid conclusions, and develop effective solutions. The incumbent should demonstrate proficiency with the application and uses of new processes and procedures (particularly in the areas of IT recruitment and personnel practices); and the ability to act independently on multiple projects and varying assignments and priorities.

Scope and Effect:

The incumbent will participate in the development, implementation, and enforcement of major processes and procedures impacting the entire organization. As such, the incumbent should

California Department of Corrections and Rehabilitation (CDCR)
Enterprise Information Services (EIS)
Duty Statement

complete assignments involving multiple tasks, single significant functions, or multiple functions. The incumbent must possess the necessary general and technical competencies to prioritize work, initiate contacts, and resolve issues. The incumbent will work with highly sensitive and confidential information and must be able to maintain confidentiality. The incumbent will be expected to interact with co-workers, potential candidates, executive staff, and with a variety of internal and external contacts and customers. The incumbent must show initiative and make time to ensure that their skills and knowledge are kept up-to-date and consistent with industry standards.

Guidelines:

The incumbent must demonstrate knowledge and an understanding of laws, policies and procedures contained within Department and State manuals and websites as they relate to hiring and human resources. To be successful, the incumbent must be able to independently research, interpret, and analyze while adapting policies and procedures for application to specific problems or situations.

Personal Contact:

Due to frequent communication with all levels of staff within the Department, as well as control agencies and the public, the incumbent must effectively communicate verbally and in written form. The incumbent provides briefings to IT management, executives and staff throughout the organization. The incumbent must be able to gain and maintain the confidence and cooperation of those contacted during the course of work.

Purpose of Contacts:

The AGPA will perform the more complex duties and serve as a representative on IT recruitment and hiring practices of the Department. On a regular basis, the incumbent is required to respond to staff and applicants relative to employment opportunities, vacancies, requirements for application submission, and advise management on specific recruitment and personnel issues/activities. The incumbent must also work within a team environment and with a variety of staff within the Office of Personnel Services to complete complex hiring and human resources transactions. The incumbent will plan, coordinate and advise on recruitment and hiring efforts to resolve problems and will interface with staff to develop procedures related to a variety of work functions within the unit.

Responsibilities include, but are not limited the following:

40%	IT Personnel Activities
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- Coordinate the work of others and act as a team leader.
- Participate and/or lead task force groups and meetings addressing personnel issues and process improvements
- Ensure all positions have authority, funding, and meet allocation guidelines prior to hiring
- Align organizational structures and makes recommendations to gain operational efficiencies
- Research and utilize more complex policies and procedures contained in policy memorandums, desk procedures, manuals and websites from a variety of locations including but limited to the CDCR Department Operations Manual, State Administrative Manual, California Code of Regulations, Bargaining Unit Contracts, State Controller's Office, Cal HR and SPB.

California Department of Corrections and Rehabilitation (CDCR)
Enterprise Information Services (EIS)
Duty Statement

- Maintain and track all positions and vacancies in EIS and OPS Share Point sites and within the Business Information System.
- Prepare weekly vacancy and status reports.
- Develop and request JOB advertisements.
- Prepare RPA's to fill vacancies, establish, upgrade or reclassify positions.
- Review, write or prepare justifications necessary to reclassify and/or establish positions, exceptional allocations, and exemptions from advertising.
- Maintain EIS organizational charts.
- Prepare and review duty statements.
- Assist managers and staff with benefits questions, personnel needs, pay and other Personnel related issues/problems.
- Verify eligibility of candidates for vacant IT positions.
- Assist managers with the development of selection criteria and analyze following candidate selection.
- Work with program managers and HR to ensure that minimum qualifications and list eligibility requirements are met.
- Research, recommend and prepare hiring above minimum requests, out of class requests, justifications, Training and Development packages, and other required personnel documentation.

35%	Policy/Program Analysis/Special Projects
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- Coordinate the work of others and act as a team leader.
- Reconcile EIS positions with Budget Management Branch and Office of Personnel Services to ensure all positions have authority and proper funding.
- Prepare for administrative reviews with the Budget Management Branch.
- Interpret and contribute to Budget Change Proposals (BCP), Technical Adjustment BCP's and other documents to determine the Personnel impact on EIS.
- Complete the more complex formal or informal special projects, analytical studies or other assignments as requested by management.
- Create, analyze, make recommendations and maintain the HR objectives identified in the IT Strategic Plan.
- Research, interpret, write and make recommendations on policy, procedures, methodologies and standards to enhance the IT workforce to meet current and future needs.
- Work closely with CDCR's Personnel Headquarters and Budget Management staff on a variety of HR related projects.
- Prepare reports and written evaluations as requested.
- Analyze and recommend appropriate classifications based on the duty statement, classification specifications, and needs of the program.
- Expand and manage EIS Managerial Rotation Program.

20%	Advanced IT Recruitment Strategies
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- Coordinate the work of others and act as a team leader.
- Prepare assessment of current and future resource needs
- Prepare recruitment status reports.
- Plan, develop and implement the IT recruitment program.
- Develop, plan, and implement solutions for the employee retention program.

California Department of Corrections and Rehabilitation (CDCR)
Enterprise Information Services (EIS)
Duty Statement

- Communicate with management regarding recruitment and hiring of vacancies.
- Research and analyze recruitment issues, develop recommendations regarding those issues.
- Prepare various correspondence, statistical reports, and other types of documentation.
- Attend various meetings, seminars, and training courses, including SPB Recruiters Roundtables.
- Review applications and maintain application files.
- Request and maintain active Certification lists.
- Prepare, maintain, and archive interview packets.
- Primary contact for IT applicants; respond to mail, e-mail and telephone inquiries regarding job opportunities and vacancies.
- Assist EIS management with the recruitment process.
- Prepare correspondence to candidates.
- Research and identify causes of employee turnover.
- Provide statistical information to management on recruitment trends/challenges.
- Actively participate in trade shows, career and job fairs, and other recruitment-related activities.
- Develop recruiting materials such as pamphlets, brochures, and flyers for promotional activities.

5%	Miscellaneous
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- Perform other duties as required by management.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____