



California Housing Finance Agency Job Opportunity

Associate Personnel Analyst Vacancy #485

(will also consider Associate Governmental Program Analyst and Staff Services Analyst)

Salary Range	\$4,600 - \$5,758
Final File Date	July 28, 2015
Division	Administration, Human Resources
Specific Location	500 Capitol Mall, Downtown Sacramento
Tenure & Time base	Permanent, Full Time
Number of Positions	1
Questions?	Contact us at 916-326-8003 or Recruitment@calhfa.ca.gov for questions. California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929 or from voice phones: 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. The Associate Governmental Program Analyst list may be used as appropriate for Associate Personnel Analyst.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our website's exam page at http://www.calhfa.ca.gov/about/employment/exams.htm and on the Careers in California Government website: https://forms.spb.ca.gov/bulletins/ejv.cfm?criteria=0&loc=0&dept=4399.</p> <p>To learn more about exams, how to get a job with the state and the state's hiring process in general, visit the FAQ page: http://jobs.ca.gov/GeneralInfo/FAQ.</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN THE "EXPLANATIONS" BOX OF YOUR APPLICATION – ATTACH A COPY OF YOUR EXAM RESULTS OR SURPLUS LETTER. APPOINTMENT MAY BE SUBJECT TO SROA/SURPLUS RESTRICTIONS. ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED. CANDIDATE MAY BE SELECTED BY APPLICATION MATERIAL REVIEW ONLY.</p>
How to Apply	<p>All interested candidates must submit a completed Standard State Application (STD. 678) and a "Statement of Qualifications" (SOQ), in order to be considered for this position. The SOQ is a requirement to be considered for an interview. The SOQ must be in narrative format, no more than two typewritten pages in length, using 12-point font and 1 inch standard margins, and must include your first and last name on each page in the upper left hand corner.</p> <p><u>Please address the following in the SOQ:</u></p> <p>This position requires excellent analytical, critical thinking, and writing skills. Please describe how you have demonstrated possession of these skills (preferably performing California state-related human resources work).</p> <p>Submit a standard State application form (resume may be attached) and Statement of Qualifications to:</p>

	<p>Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034</p> <p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application. Applications are available at the California Department of Human Resources website at http://jobs.ca.gov/Profile/StateApplication. Please do not email your application or resume. Emailed applications and/or resumes will not be accepted.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #485, ASSOCIATE PERSONNEL ANALYST.</p>
<p>Duties</p>	<p>Under general direction of the Staff Services Manager II in the Human Resources (HR) Office, the Analyst performs a variety of complex personnel management work in the areas of classification and pay, and recruitment and selection. The Analyst demonstrates excellent analytical and interpersonal skills, is responsive and tactful, uses good judgment, and is mindful of the sensitive and confidential nature of the work. The Analyst interacts with managers, staff and members of the public in person, on the phone and in writing, and may travel to the satellite office in the Los Angeles area. Duties include but are not limited to:</p> <p><u>Essential Functions:</u></p> <p>40% Classification and Pay Provides guidance and assistance to division supervisors and managers relative to varied and difficult personnel policies, standards, rules, and procedures. Advises and assists management in the interpretation and enforcement of labor agreements, policies, procedures and laws as it relates to compliance with collective bargaining issues when dealing with wages, hours, hiring, transfers, and layoffs. Conducts research to develop appropriate resolutions, makes appropriate recommendations and guides management on implementation of such resolutions/recommendations. Evaluates position and organizational proposals utilizing class specifications, allocation guidelines, laws, rules, regulations, policies and procedures to ensure proposals are sound and consistent with classification concepts and other uses within the Agency. Provides alternative classification and organizational proposals, prepares written analysis and recommendations to the Chief Deputy Director for discussion. When necessary, prepares formal correspondence to the California Department of Human Resources (CalHR) requesting control agency approval for a classification/organizational proposal.</p> <p>40% Recruitment and Selection Consults and collaborates with hiring supervisors and managers to fill vacancies. Creates job opportunity bulletins, posts vacancies on VPOS and CalHFA websites, and maintains postings and organized job opportunity folders. Reviews applications to verify that applicants meet minimum qualifications and uses the Department of Human Resources Exam and Cert Online System (ECOS) to check eligibility. Works with hiring supervisor to prepare selection criteria, interview questions/suggested responses, and represents HR on the panel during the interview. Ensures the appropriate correspondence is mailed out to all candidates.</p>

An equal opportunity employer to all regardless of race, color, religion, sex, gender identity or expression, national origin, age, ancestry, disability, marital status, political affiliation, sexual orientation, or genetic information.

It is the objective of the State of California to achieve a drug-free state 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.

Performs a job analysis for classifications used by California Housing Finance Agency. Keeps abreast of and uses the most current and CalHR accepted job analysis method. Assists in determining the need for examinations and makes recommendations regarding the exam format. Consults with the appropriate division and prepares exam announcements. Uses the CalHR Legacy System to post exams, enter all information throughout the exam such as applications and scores, running reports, and closing out the exam. Prepares for the exam by working with subject matter experts on development of testing method, questions and suggested responses, assembles test items, prepares exam materials. Collects and analyzes exam related data and statistics. Reviews applications and works with the subject matter experts to determine if the candidate meets the minimum qualifications set forth by the appropriate classification specification. Serves as a Chairperson on interview exam panels.

Keeps and maintains logs, organizational charts, and records to track various functions and movements.

15% Independently responds to various personnel management requests from program management, departmental entities, control agencies, external organizations, employees, and the public related to a wide variety of issues, including but not limited to: policies, standards, rules, procedures, labor contract issues, merit issue complaints and appeals, requests for alternate compensation, requests to file charges, miscellaneous complaints, hiring methods, and appointments. Performs desk audits and comparative analyses related to position allocation requests. Helps to maintain CalHFA's delegation authority agreement by working directly with program staff to develop proposals to ensure the Agency is in compliance with the control agencies regulations. Provides informal and formal training to program management on various personnel issues and procedures and process.

Marginal Functions:

5% Independently, or in consultation with the Labor Relations Office and the Office of Civil Rights, provides consultation to management on reasonable accommodation issues and contract provisions. Participates in section, division and agency activities, attends staff meetings and training, facilitates various forums, assists with special projects, and performs other duties as required.

7/14/15