



California Coastal Commission

## **JOB ANNOUNCEMENT**

### **ASSOCIATE PERSONNEL ANALYST OR STAFF SERVICES ANALYST (GENERAL) (HUMAN RESOURCES ANALYST) HUMAN RESOURCES OFFICE FULL-TIME, PERMANENT POSITION SAN FRANCISCO**

The California Coastal Commission (Commission) is seeking a talented addition to its Human Resources Office in San Francisco, CA. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to implement the Coastal Act and to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. The Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

Under general direction of the Staff Services Manager II (Supervisory) (Human Resources Manager), the Associate Personnel Analyst (APA) or Staff Services Analyst (General) (SSA) performs the more responsible, varied and complex full journey-level personnel work. The APA or SSA is expected to take initiative and perform completed staff work in areas of examination, recruitment, performance management training, conflict of interest activities, and related special projects.

**DUTIES** (including the following but not limited to):

- Independently provides consultation, technical assistance, and policy guidance to program staff regarding the varied personnel issues, policies, procedures, and needs. Performs a variety of analytical work and serves as the technical expert in the areas associated with Classification and Pay, Examinations, Transactions, etc. Responsible for all aspects of merit based hiring practices to ensure consistent interpretation and

application of State Personnel Board and the California Department of Human Resources laws, rules and regulations.

- Consults and collaborates with managers and supervisors on Human Resource (HR) related matters; researches and makes recommendations in preparing personnel action requests required to establish new positions, reclassify existing positions, and fill vacant positions. Drafts, revises and reviews duty statements, justifications, hire-above-minimum requests, training and development assignment plans, and requests for out-of-class and acting assignments. Consults with managers and supervisors on various recruitment and hiring procedures in conformance with Civil Service regulations and equal employment opportunity policies and procedures. Interprets, and explains applicable Civil Service laws, rules and procedures; researches, reviews, analyzes, interprets, and applies laws, rules, regulations, policies, and practices to resolve a variety of personnel management issues and inquiries. Updates and maintains the recruitment tracking log; updates and maintains the position tracking log and completes std607 Position Change documents and submits them to the Department of Finance as appropriate. Posts job vacancies to ECOS, collects applications, orders cert lists and contact letters and applies rules to verify candidate eligibility. Uses social media platforms such as LinkedIn to aid in recruitment efforts.
- Administers examinations and establishes eligibility lists for the Commission. Audits previous exam information to improve the current examination process and provides advice on exam plans and recruitment efforts. Consults with subject matter experts in examination development and provides guidance in examination planning and processing to all levels of departmental management in the development and administration of exams. Develops examination instruments (e.g., training and experience, qualifications appraisal interviews, etc.). Prepares correspondence and/or personally responds to inquiries from general public and departmental employees regarding examinations. Reviews applications to determine qualifying education and/or experience to participate in the examination process. Responds to and assists in resolving appeals resulting from examinations administered by the department. Interprets civil service laws and rules with regards to testing and certification procedures. Develops and provides training to supervisors regarding examinations and classification processes. Serves as chairperson on qualifications appraisal panel examinations.
- Serves as coordinator for the Family Medical Leave Act, California Family Rights Act, State Disability Insurance, Paid Family Leave, and Non-Industrial Disability benefits. Prepares related correspondence. Acts as a liaison between staff and management. Applies rules to determine eligibility. Works with supervisors and employees to schedule meetings related to the interactive process.
- Develops and independently maintains records for the employee training histories and expenditures. Monitors Commission staff to ensure the required job related and state mandated training requirements are met. Plans, schedules, coordinates, and tracks training sessions regarding Defensive Driver, Ethics, Sexual Harassment Prevention, Leadership Development, and Basic Supervision.
- Serves as the Form 700 (Statement of Economic Interests) filing officer and liaison between the Commission and the Fair Political Practices Commission. Distributes email to all Form 700s filers per the Department's conflict of interest code; collect forms to

ensure receipt by annual deadline, and follow up with late filers. Review Form 700s to determine if the statements contain all of the information required by the Political Reform Act. Responds to filer questions. Provide Form 700 statements for public inspection during regular business hours.

**Please note that this position has temporarily been altered to telework status during the pandemic with limited in office days until further notice.**

**Duties will be commensurate with the level at which the position is filled.**

**DESIRABLE QUALIFICATIONS:** Knowledge of the principles and practices of personnel management/administration and related program areas, including the development, preparation, implementation, and administration of recruitment, examination, employee relations and disciplinary action procedures, and wage and salary administration. Ability to plan and conduct complex recruitments and administer examinations; provide excellent and courteous customer service and establish and maintain effective working relationships; understand, interpret, explain, and apply federal, state, and local legislation regarding equal employment programs and State of California human resources policies and procedures; and communicate effectively, both orally and in writing; familiarity with social media platforms.

**Special Qualifications:** Familiarity with automated systems and open to using online platforms and programs (e.g., SharePoint, Zoom, Microsoft Teams, and TeamViewer).

**ELIGIBILITY:** Individuals on the Associate Personnel Analyst or Staff Services Analyst (General) eligible list may apply. Current or former State employees with transfer or reinstatement rights at the Associate Personnel Analyst or Staff Services Analyst (General) level may also apply. (Please note that in order to be eligible to transfer or reinstatement, applicants **must** meet the minimum qualifications of the Associate Personnel Analyst or Staff Services Analyst (General) classification.) Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination/Job Title section on the CA State Application (std678).

**EXAMINATION(S):**

The Staff Services Analyst (General) examination bulletin can be found at: <https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=7PB34>

There is no examination for the Associate Personnel Analyst classification, but the Commission can appropriate the Associate Governmental Program Analyst eligible list.

The Associate Governmental Program Analyst examination bulletin can be found at: <https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=9PB04>

<b>SALARY:</b>	Associate Personnel Analyst	\$5,383.00 – \$6,739.00 per month
	Staff Services Analyst (General)	Range A: \$3,448.00 - \$4,320.00 per month Range B: \$3,733.00 - \$4,672.00 per month

Range C: \$4,476.00 - \$5,604.00 per month

**BENEFITS:** For a list of benefits, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

**CONTACT:** For more information about the position, contact Melanie Wong, Staff Services Manager II (Supervisory), at (415) 904-5433 or [Melanie.Wong@coastal.ca.gov](mailto:Melanie.Wong@coastal.ca.gov).

For more information about the application and/or hiring process: contact the Commission's Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov).

**Please note that public counter hours for all Commission offices are currently suspended considering the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at [www.coastal.ca.gov](http://www.coastal.ca.gov)). In addition, more information on the Commission's response to COVID-19 can be found on our website at [www.coastal.ca.gov](http://www.coastal.ca.gov). Thank you for your patience and understanding as we all work through this public health crisis.**

**FILING:** This position will be open until filled. We are looking to fill this position as soon as possible. Applications will be screened and only those most qualified will be interviewed. Submit a Statement of Qualifications that discusses how your knowledge, skills, and abilities align with the desirable qualifications for this position (2 pages or less), a current resume, a CA State Application (std678), and a minimum of three professional references to:

Human Resources Office  
California Coastal Commission  
455 Market Street, Suite 200, Room 228  
San Francisco, CA 94105-2421

(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate "Associate Personnel Specialist, San Francisco" or "Staff Services Analyst, Human Resources Office" in the Examination/Job Title section on the CA State Application (std678).**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A CA STATE APPLICATION (STD678), VISIT OUR WEBSITE AT: [WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV). IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

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 expression, gender identity, 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.

It is an objective of the State of California to achieve a drug-free work place. 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.

Assistance for the Hearing Impaired can be accessed by dialing 711