



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Associate Personnel Analyst

TENURE: Permanent

TIME BASE: Full-time

SALARY: : \$4,975.00 – \$6,228.00

LOCATION: Personnel Office, Administrative and Financial Management Services Division
Sacramento, CA

FINAL FILING DATE: July 23, 2018

DUTIES/RESPONSIBILITIES: Under the general direction of the Payroll and Benefits Manager, the Associate Personnel Analyst serves as the Disability Coordinator for the Commission, handles the more complex and analytical payroll and benefit issues while demonstrating a positive attitude and a commitment to provide quality service that is accurate, timely and exceeds our customers' expectations. Develops departmental communication strategies, researches and recommends solutions as necessary. The APA may act in a lead role over unit staff for training and workload purposes providing oversight on policy and procedural issues.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Experience processing disability pay for a state agency
- Exceptional customer service and interpersonal skills
- Excellent written and verbal communication skills
- Ability to work in a team atmosphere
- Strong research skills
- Ability to use good judgement, act independently and use effective problem solving skills
- Ability to multi-task by simultaneously managing several work projects with varying due dates/deadlines

STATEMENT OF QUALIFICATIONS (REQUIRED)

APA, Personnel Office, Administrative and Financial Management Services Division

Please answer/address the questions/statements below. Your responses must be numbered to coincide with the numbered questions/statements below and be no more than a total of two pages. Applications received without a SOQ will not be considered.

1. Describe your experience in personnel as it relates to the specific functions outlined in the Duty Statement.
2. Describe your knowledge and experience with processing disability pay to include Non-Industrial Disability Insurance, State Disability Insurance and Industrial Disability Insurance.

3. Describe your customer service experience and detail a time that you provided exceptional customer service.

WHO MAY APPLY : Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, along with the Statement of Qualifications to the contact/address listed below. Electronic applications will be accepted. You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), **RPA #208-008 and Position #535-208-5142-018 in the "Explanation Section" of the STD 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #208-008
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

