

CLASSIFICATION: Staff Services Analyst	Time Base: FT	SALARY: \$2,817-\$4,446	FFD: July 15, 2011
LOCATION: Sacramento		DIVISION: Administrative Services	
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Due to the Governor's Hiring Freeze Order, only internal Air Resources Board candidates will be considered.

DUTIES:

Do you want to work in a department that is rapidly growing and offers opportunities for career growth? We are looking for team players, with a firm background in human resources, who are willing to learn and looking for growth. If this sounds appealing, maybe you are the perfect candidate, apply today!

Under general direction of the Transaction Manager, the incumbent is responsible for the less complex and technical personnel management duties related to Worker's Compensation/Return to Work, Non Industrial Disability Insurance (NDI), and Position Management for both the Air Resources Board and the Office of the Secretary, Cal EPA. Specifically, the incumbent will perform back up duties to two Associate Personnel Analysts: one of which is responsible for administering the Worker's Compensation/Return to Work, and NDI programs; and the other who is responsible for Position Management. The incumbent will also be responsible for working on special projects related to the Transaction Unit at the analyst level.

DESIRABLE QUALIFICATIONS:

- * Knowledge and/or experience in the State's personnel related programs that include, classification and pay, progressive discipline, reasonable accommodations, position control, worker's compensation, departmental policies and procedures, and a clear understanding of personnel transactions, etc.
- * Knowledge of applicable Government Codes and Bargaining Unit Contracts.
- * Excellent customer service skills.
- * Ability to plan, organize, and prioritize workload, as well as work under pressure to meet deadlines.
- * Bring a team spirit and also the ability to work independently.
- * In addition, if applicable, all applicants must include documentation verifying their educational background: copies of degree(s) and/or transcripts to be considered a qualified applicant for this classification.