



CALIFORNIA HORSE RACING BOARD

Associate Personnel Analyst / Staff Services Analyst

It is the mission of the California Horse Racing Board to ensure the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

TENURE/TIMEBASE:

Permanent/Full time

LOCATION: Sacramento

FILE BY: May 11, 2018

SALARY: \$3,063.00 - \$5,988.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at www.jobs.ca.gov; or hand delivered to the address below before or on the final filing date by 5:00 p.m.; or mailed to the address below. Mailed applications must be postmarked no later than **May 11, 2018**. Resumes may be submitted, but are not required.

HUMAN RESOURCES

CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA 95825

All application packages must include **JC-109107** or Position **395-502-5142-701** in the job title section. Application packages must include all the required documents. See page 2 for Statement of Qualification instructions. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Susan Bitcon, at (916) 263-6049 or by email sebitcon@chr.ca.gov.

ADDITIONAL INFORMATION:

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Staff Services Analyst or Associate Personnel Analyst classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Staff Services Analyst or Associate Personnel Analyst eligible list and reachable.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense, therefore all employees are subject to a background check.

POSITION DESCRIPTION:

Under direction of the Human Resources Manager, the incumbent is responsible for, but not limited to maintaining the official personnel files; processing personnel/payroll transactions; updating and maintaining proper filing of employee benefits programs, time and attendance, miscellaneous employee inquiries and/or needed actions; recruitment; exams; position control and analyses of various Human Resources projects and/or issues.

ESSENTIAL FUNCTIONS:

Transactions - Applies and interprets laws, rules, and procedures from available reference manuals and other related revisions issued by the State Controller's Office (SCO), California Department of Human Resources (CalHR), Public Employee's Retirement System (CalPERS), Bargaining Unit Contracts and the California Horse Racing Board (CHRB) to prepare and process all personnel and benefits transactions and documents for employees. Processes all RPA's to determine appropriate personnel transaction and conducts a salary determination. Verifies and keys leave usage monthly in the California Leave Accounting System (CLAS). Processes garnishments and sets up accounts receivables as appropriate. Coordinates psychological and medical requirements with CalHR during the pre-employment process. Processes master and supplemental payroll, certifies attendance, and prepares required payroll warrant releases. Processes and verifies intermittent and/or retired annuitant payroll. Acts as CHRB Family Medical Leave (FMLA) and California Family Rights Act (CFRA) Coordinator. Administers the Workers' Compensation program to employees; counsels and interacts with injured workers, supervisors, management, control agencies representatives, attorneys, physicians, vocational rehabilitation counselors, SCIF adjusters, and others involved in investigating and resolving claims.

Class and Pay - Handles all aspects of recruitment and selection of employees. This includes assisting supervisors with the hiring process; analyzing available alternatives such as eligible lists, appropriate lists, transfers, training and development assignments, etc.; utilizes CalHR's Exam and Online Certification system (ECOS) to oversee CHRB's recruitments i.e. creates vacancy job controls, posts advertisements, monitors candidates' electronic application submissions, orders and clears certification lists, and finalizes the hires in ECOS.

Special Projects – Performs a variety of analytical work in completing special projects, studies and other reviews and evaluations related to Personnel. Examples of projects include, but is not limited to the following: Tracking, analyzing and interpreting CalHR Manual updates, Pay Letters (PLs) from CalHR and SCO, and Circular Letters from CalPERS determining what audience is affected and releases a Personnel Memorandum or all-staff email to that audience; Conflict of Interest departmental coordinator, and coordinator for all internal audits related to Personnel; Wellness Coordinator; and Employee Assistance Program (EAP) coordinator. Serves as the Management Information Retrieval System (MIRS) user to create, edit, and copy various reports to gather, monitor and track a variety of personnel management data.

Position Control - Maintains the official CHRB organizational chart and roster of established positions. Maintains RPA log and determines position number in the event of a reclassification; and reviews RPA for completeness. Prepares vacancy and hiring reports. Reviews the monthly Periodic Position Control Report to ensure actions submitted/processed are accurate; reconcile the annual Schedule 8 Report received from SCO and works with Budgets as needed.

Exams - Serves as the examination analyst in the development of examination materials, question development, examination bulletin preparation, and

examination eligibility of potential applicants. Coordinates all facets of the civil service selection process. Prepares verbal and/or written responses to selection related questions, complaints, and appeals from the general public, control agencies and all levels of departmental staff and management. Reviews applications for eligibility as part of the CHRB hiring process for eligibles listed on servicewide and Consortium open online exams and processes withholds on applicants that do not meet the minimum qualifications. Performs job analysis for exams and prepares reports. Uses Examination and Certification Online System (ECOS) on-line system. Administers CEA exams and prepares Secretary Agency Requests (SARs) for submission to Agency.

REQUIRED/DESIRABLE CHARACTERISTICS:

Knowledge of: Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.

Ability to: Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

Skill in: Applying principles and practices of public personnel management.

WORK ENVIRONMENT:

The incumbent works in a typical office environment, using one or more personal computers.

Works on the second floor of a two story building.

STATEMENT OF QUALIFICATIONS:

The Statement of Qualifications (SOQ) serves as documentation of your ability to present information clearly and concisely in writing. Applications without an SOQ, or an SOQ that is not responsive to the following question will not be considered. Notations or references to other materials such as resumes, applications, or cover letters will not be considered and will not substitute for the SOQ. Please limit your responses to a total of one page.

Describe your experience and/or knowledge of personnel in each of the following areas; transactions, classification and pay, examinations, position control, and special projects.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT 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 STATE 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).