

Job Announcement

Human Resources Analyst

Associate Personnel Analyst or Associate Governmental Program Analyst Full-Time, Permanent

Revised July 26, 2018

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small state agency located in San Francisco's Financial District. BCDC has regulatory and planning responsibility over development in San Francisco Bay and along the Bay's nine-county shoreline. Our staff of 42 planners, scientists, engineers, attorneys, designers, administrators, and assistants takes pride in their high level of professionalism and dedication.

About the Job. The California Coastal Commission Human Resources (HR) department is the primary HR office and handles all payroll transactions. The HR Analyst serves as the liaison and the BCDC on-site Analyst. The HR Analyst independently performs a full range of personnel and administrative functions.

- **Staffing** - Counsel supervisors and managers on appropriate means of recruiting and filling properly classified and approved positions, including identifying alternatives and making recommendations. Discuss appointment ramifications; conducts full cycle recruitment; acts as chairperson on examination interview panels; responds to classification and pay issues.
- **Performance Management and Labor Relations**- Counsel managers and supervisors on performance management issues including, employer-employee relations, progressive discipline and leave administration; handles labor relations issues; prepares grievance responses; conduct workplace investigations.
- **Administrative Duties** - Recommends and drafts office policies and procedures; consults with all levels of staff concerning personnel laws, rules and practices; develops, coordinates, and implements training plans; assist in the preparation of budget change proposals (BCPs) and concept papers; assist in the completion of budget drills, prepare salary projections; conducts various reports as required by the state; prepares organizational charts; participate as a member of BCDC's management team, serve as the backup to the Director of Administrative and Technology Services.
- **HR Transactions** – Review timesheets, coordinate new and ongoing employee benefits, assist in reviewing leave requests.

Who We Want. We want a person who is enthusiastic and motivated; has a desire to work outside their area of expertise; has strong communication skills including writing and oral communication and has the ability to apply professional knowledge to the practical problems of the job; can establish and maintain cooperative relationships with staff at all levels; can provide effective customer service; can analyze situations accurately and take appropriate effective action; has the ability to manage multiple assignments, organize and establish workload priorities, adapt to change and meet deadlines; has experience working in administrative services management fields including Personnel, Human Resources, Business Services and Budgets; has working knowledge of Visio, Smart Draw, Excel, Sharepoint; has knowledge and experience with the State of California

classification and pay issues and progressive disciplinary process; Cal HR and State Controller's Office laws, rules and procedures; Department of General Services procurement and contracting requirements; and State budget process.

Employment Time Base and Term. Full-time, permanent.

Salary and Benefits. Associate Personnel Analyst (APA) or Associate Governmental Program Analyst (AGPA) salary range: **\$5,125 to \$6,415/month**. Benefits include paid vacation/sick leave or annual leave; public transit subsidy; 11 paid holidays each calendar year; health, dental, and vision benefits; and deferred compensation and retirement programs.

Eligibility. Candidates must be eligible for appointment to the California civil service classification of Associate Personnel Analyst or Associate Governmental Program Analyst. Current State employees or former State employees with transfer or reinstatement rights at the APA/AGPA level may apply. To be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the APA classifications. Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the CA State Application (STD 678).

If you are not a current or past State employee and have not successfully participated in an appropriate civil service examination, you cannot be considered for this position. For more information on the State hiring process, please visit the CalCareers website at www.jobs.ca.gov.

NOTE: If you are not currently eligible for appointment to the APA/AGPA classification, you may participate in the AGPA online examination [here](#).

Application. All applicants must submit a standard State of California application form (STD 678) (<https://www.jobs.ca.gov/pdf/std678.pdf>), with a resume, a brief writing sample (5 pages or less), and a minimum of 3 references. Identify in Job Title section of Application: *APA/AGPA: HR Analyst (BCDC)*. Please submit your Application and materials to:

Human Resources Office
CA Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

Application Deadline: The position will be open until filled, but applications received by **August 6, 2018** will be given first priority for consideration. We would like to fill this position as soon as possible and will be scheduling interviewing immediately after this deadline. Applications will be screened and only the most qualified candidates will be interviewed. Relocation expenses will not be reimbursed.

Special Interview Arrangements: If you have a disability and/or need specific arrangements for interviews, please mark the box in Item 2 of Job Application. We will contact you to make specific arrangements. Assistance for the hearing impaired on job-related matters available by phone: 711.

For More Information. See website at: www.bcdc.ca.gov or contact Peggy Atwell, Director of Administrative and Technology Services, at 415-352-3638.

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.