

Labor Relations Office

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August 16, 2024

Service Employees International Union Local 1000



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Subject: Bargaining Unit 1 – Generalist Classification Series – Consolidation

The California Department of Human Resources (CalHR) proposes to revise and retitle the current service-wide, Bargaining Unit 1 (BU) staff services classifications of: Staff Services Analyst (SSA) and Associate Governmental Program Analyst (AGPA); establish two service-wide specialist classifications; reallocate incumbents of department-specific classifications to the revised classifications; abolish classifications after incumbents have been reallocated; update Alternate Range Criteria (ARC) 069; and abolish ARCs 005, 065, 113, 137, 149, and 412.

Attached are the following supporting documents: proposed Analyst series Class Specifications, proposed ARC 069, and a classification mapping spreadsheet detailing the consolidation of classifications into the new series.

This proposal will be placed on the SPB meeting agenda in November, 2024. Please contact us no later than September 2, 2024 if you would like to discuss this proposal. We appreciate your cooperation in this matter.

Please contact me at  should there be any questions about this notice.

Sincerely,



Labor Relations Division



California State Personnel Board Specification

Analyst Series

Schem Code	Class Code	Classification Title	Probation Period
JY20	5157	Analyst	12 Months
35	5393	Associate Analyst	12 Months
JY82	xxxx	Staff Specialist	12 Months
JY80	xxxx	Senior Specialist	12 Months

SALARY INFORMATION

DESCRIPTION OF SERIES

This series specification describes professional classifications used throughout State civil service to perform a broad range of interdisciplinary activities consisting primarily of analytical, consultative, and specialized evaluative tasks. Classifications in the series are progressively responsible for areas related to the administration of State programs, including a wide variety of departmental program areas, administrative functions, budgeting, planning, training, management, regulatory and legislative functions, and human resources. As independence and expertise is gained in each classification, incumbents may become capable of leading lower-level staff.

Analyst

This is the recruiting and developmental multi-range class. Incumbents at this level utilize basic analytical skills to assist with various State program areas.

Under supervision, incumbents may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop solutions, provide recommendations and develop procedures; plan, implement, monitor, forecast, and evaluate assignments, projects and program initiatives; conduct administrative compliance reviews and field evaluations; plan, implement, and conduct training; respond to public complaints and inquiries; coordinate with colleagues, coworkers, management, and/or other stakeholders to perform various tasks; plan and perform administrative analysis; review and analyze proposed legislation and advise management on the potential impact; assist with drafting regulations; and conduct program analysis. Duties and responsibilities require research, analysis, and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures.

Associate Analyst

This is the full journey level class. Incumbents at this level are typically subject matter generalists with independent or lead responsibility for varied and complex projects, cases, programs, or assignments.

Under direction, incumbents are assigned to work on a broad range of governmental and managerial issues that may be interdisciplinary in nature. Incumbents may conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; perform program evaluation, planning and assessment; make recommendations on administrative and program-related problems; analyze, identify potential impact, and make recommendations on proposed regulations and legislation; perform analytical duties relating to

budgeting or personnel management; perform policy analysis and other administrative analysis; plan, implement, and conduct training; act as field representatives in complex and controversial intergovernmental negotiations and community relations; act as a team lead or coordinate projects involving various governmental agencies; and provide consultative services and recommendations to management and others.

Staff Specialist

This is the advanced journey level class. Incumbents at this level are characterized by assignments which require, on a regular basis, a high degree of professional and analytical skills for specialized assignments which typically have department wide impact.

Under general direction, incumbents perform the more responsible, varied, and complex analytical, consultative, administrative planning and/or regulatory work. Incumbents coordinate other analysts in a sensitive area of a department's operation or on a task force, or manage projects; analyze, research, coordinate, plan, and evaluate programs of the more sensitive and complex work than those typically assigned to the Associate Analyst level; and provide consultative services and recommendations to management and others.

Senior Specialist

This is the expert journey level class. Incumbents at this level are identified by top management or executive levels as the most highly skilled specialists or program consultants who are prime resource persons and innovators critical to the department's basic mission.

Under general direction, incumbents perform the most complex, critical, and specialized functions having multi-department or statewide impact involving operational and policy development issues; serve as project leaders on department wide projects and coordinate the work of others; evaluate project implementation of new operational processes; research methods for improving department programs; and develop strategies related to the program area(s). Incumbents are responsible for programs, activities, or projects of the greatest scope, impact, and sensitivity. Incumbents provide consultative services and recommendations to internal and/or external executive level management and serve as subject matter experts in a specific and/or specialized area within the department.

MINIMUM QUALIFICATIONS

Candidates who are within six months of satisfying the experience requirement will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Analyst

Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis.

Associate Analyst

Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional year of professional analytical and/or technical experience equivalent to an Analyst, Range C.

Staff Specialist

Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional two years of professional analytical and/or technical experience, one year of which must be equivalent to an Associate Analyst.

Senior Specialist

Four years of work experience performing analytical, technical, clerical, and/or customer service duties. Academic education from an accredited college/university may be substituted for the required experience on a year-for-year basis; and

An additional three years of professional analytical and/or technical experience, one year of which must be equivalent to a Staff Specialist.

KNOWLEDGE AND ABILITIES

Analyst

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Associate Analyst

Knowledge of: All of the above, and methods and techniques of effective communication and leadership.

Ability to: All of the above, and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

Staff Specialist and Senior Specialist

Knowledge of: All of the above, and principles, problems, and procedures of program planning, public administration, and the legislative processes; principles, practices and trends of organization and management; planning, implementation, monitoring and evaluation methodology; organizing and conducting surveys; and research techniques.

Ability to: All of the above, and analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop and coordinate program activities; plan, design, implement and evaluate programs and projects; recommend standards, policies and procedures; conduct research and analysis of quantitative and qualitative data; analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively; evaluate

the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts.

All employees must have general qualifications as described by California Code of Regulations, title 2, section 172.

CLASS HISTORY

Class Title	Date Established	Date Revised	Date Abolished	Date Title Changed
Analyst	09/22/1977	XX/XX/XXXX		XX/XX/XXXX
Assoc. Analyst	10/01/1969	XX/XX/XXXX		XX/XX/XXXX
Staff Specialist	XX/XX/XXXX	XX/XX/XXXX		XX/XX/XXXX
Senior Specialist	XX/XX/XXXX	XX/XX/XXXX		XX/XX/XXXX

Confidential Draft

ALTERNATE RANGE CRITERIA 69

Established: 09/22/1977

Revised: xx/xx/xxxx

Experience gained outside State service shall be credited if the appointing power believes the experience was satisfactory and comparable in type and quality to that of an Analyst.

Range A. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed six months of experience equivalent to that of Analyst (Range A) or Staff Services Analyst, Fair Political Practices Commission (Range A), or Management Services Technician (Range B); or to persons who have six months of satisfactory experience outside of State service performing analytical duties equitable to those of an Analyst.

Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed 12 months of experience equivalent to Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; or to persons who 18 months of satisfactory experience outside the State service performing analytical duties equitable to those of an Analyst.

Typical example of the settings of experience used in meeting the criteria are: State service; the Federal Government; other State and local government entities; special districts such as schools and utilities; higher education administrative units; and private industry entities which provide work experience comparable to that of an Analyst. Experience in different settings may be combined towards meeting the criteria.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of California Code of Regulations, title 2, section 599.674, except that upon movement to Range C, the provisions of California Code of Regulations, title 2, section 599.676 shall apply.

Class Code	Class Title	Class Code	Class Title	Salary Range
4672	HEALTH ANALYST	5157	Analyst	Range A \$3,749.00 - \$4,698.00 Range B \$4,059.00 - \$5,081.00 Range C \$4,868.00 - \$6,093.00
4685	ASSISTANT RISK ANALYST			
5103	PENSION PROGRAM ANALYST			
5156	JUNIOR STAFF ANALYST (GENERAL)			
5157	STAFF SERVICES ANALYST (GENERAL)			
5183	TEST VALIDATION AND DEVELOPMENT SPECIALIST I			
5203	RETIREMENT PROGRAM SPECIALIST I			
5250	RECORDS MANAGEMENT ANALYST I			
5361	ADMINISTRATIVE ASSISTANT I			
8447	ASSISTANT HEALTH CARE SERVICE PLAN ANALYST			
9051	CONSULTING COMMUNICABLE DISEASE REPRESENTATIVE			
9513	FAIR EMPLOYMENT AND HOUSING CONSULTANT I			
9518	FIELD EXAMINER I, AGRICULTURAL LABOR RELATIONS BOARD			
1822	POLITICAL REFORM PROGRAM SPECIALIST	5393	Associate Analyst	Range A \$5,855.00 - \$7,327.00
4289	ASSOCIATE PROGRAM SPECIALIST, CALIFORNIA DEBT ADVISOR COMMISSION			
4414	ASSOCIATE MEDI-CAL ELIGIBILITY ANALYST			
4658	ASSOCIATE RISK ANALYST			
4742	ASSOCIATE BUSINESS MANAGEMENT ANALYST			
4901	ASSOCIATE MATERIALS ANALYST			
5104	ASSOCIATE PENSION PROGRAM ANALYST			
5142	ASSOCIATE PERSONNEL ANALYST			
5168	TEST VALIDATION AND DEVELOPMENT SPECIALIST II			
5188	RETIREMENT PROGRAM SPECIALIST II (TECHNICAL)			
5197	TRAINING OFFICER I			
5246	ASSOCIATE MANAGEMENT ANALYST			
5265	RECORDS MANAGEMENT ANALYST II (SPECIALIST)			
5284	ASSOCIATE BUDGET ANALYST			
5334	ASSOCIATE OPERATIONS SPECIALIST, FRANCHISE TAX BOARD			
5358	ADMINISTRATIVE ASSISTANT II			
5393	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST			
5493	ASSOCIATE SMALL BUSINESS OFFICER			
7371	EDUCATION AND OUTREACH SPECIALIST			
8404	COMMUNICABLE DISEASE SPECIALIST I			
8448	ASSOCIATE HEALTH CARE SERVICE PLAN ANALYST			
9511	FAIR EMPLOYMENT AND HOUSING CONSULTANT II			
9519	FIELD EXAMINER II, AGRICULTURAL LABOR RELATIONS BOARD			
1824	POLITICAL REFORM PROGRAM SENIOR SPECIALIST	xxxx	Staff Specialist	Range A \$6,430.00 - \$8,049.00
4666	HEALTH PLANNING SPECIALIST I			
5335	STAFF OPERATIONS SPECIALIST, FRANCHISE TAX BOARD			
5354	ELECTIONS SPECIALIST			
8403	COMMUNICABLE DISEASE SPECIALIST II			
8406	STAFF HEALTH CARE SERVICE PLAN ANALYST			
9547	FAIR EMPLOYMENT AND HOUSING CONSULTANT III (SPECIALIST)			

4648	HEALTH PLANNING SPECIALIST II	xxxx	Senior Specialist	Range A \$7,064.00 - \$8,842.00
5346	SENIOR OPERATIONS SPECIALIST, FRANCHISE TAX BOARD			

Class Code	Class Title	# of EEs	Proposed Action
9052	COMMUNICABLE DISEASE REPRESENTATIVE	0	Abolish