

## Item IV.D

### Information Item

#### Personnel Update

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**SUMMARY OF THE ISSUE(S):**

Status Report to Executive Committee on Commission Hiring Process

**RECOMMENDATION:**

Provide further input on Commission strategy to complete staffing.

*No action is required.*

**BRIEF HISTORY OF KEY ISSUE(S):**

In the FY 2015-2016 Budget, the Commission was provided on-going funding for the first time in four years and 2.1 new full time positions bringing the staffing level to 4.2 PYs. The Commission receives Human Resources support from the Department of General Services. In late July of 2015 the first meeting with DGS was held regarding the requirements for hiring staff into state civil service positions. As of March 30, 2016, the Commission has two full time staff and .6 retired annuitants. The attached Staff Services Analyst Job announcement closed 4/6/2016 and interviewing of the top 5 candidates that have been certified as meeting minimum qualifications by the DGS from the more than 200 applications will commence during the week of 4/11/2016. The final AGPA position posting will take place in mid-April 2016 and with a goal of all positions being filled by May 15, 2016.

**ANALYSIS:**

The process to hire staff into state service can take anywhere from 3 to 6 months. The Commission Executive Director had not previously worked in state service and the DGS is not used to supporting staff in such a small agency without dedicated HR staff in the Agency. There have been more than a few learning curves, administrative actions and technical glitches that have created delays during this process. When we sought our first AGPA – filled by Bethany Renfree, DGS was still utilizing the old HR system and now that CAL HR has implemented it as of January 2016, new technical and substantive issues have come up and hopefully are fully resolved. Once our forth staff member is hired, part of their responsibility it will be to coordinate with the DGS team for future hires should they be necessary.

**RESPONSIBLE PERSON(S):**

**Nancy Kirshner-Rodriguez**

**ATTACHMENT(S):**

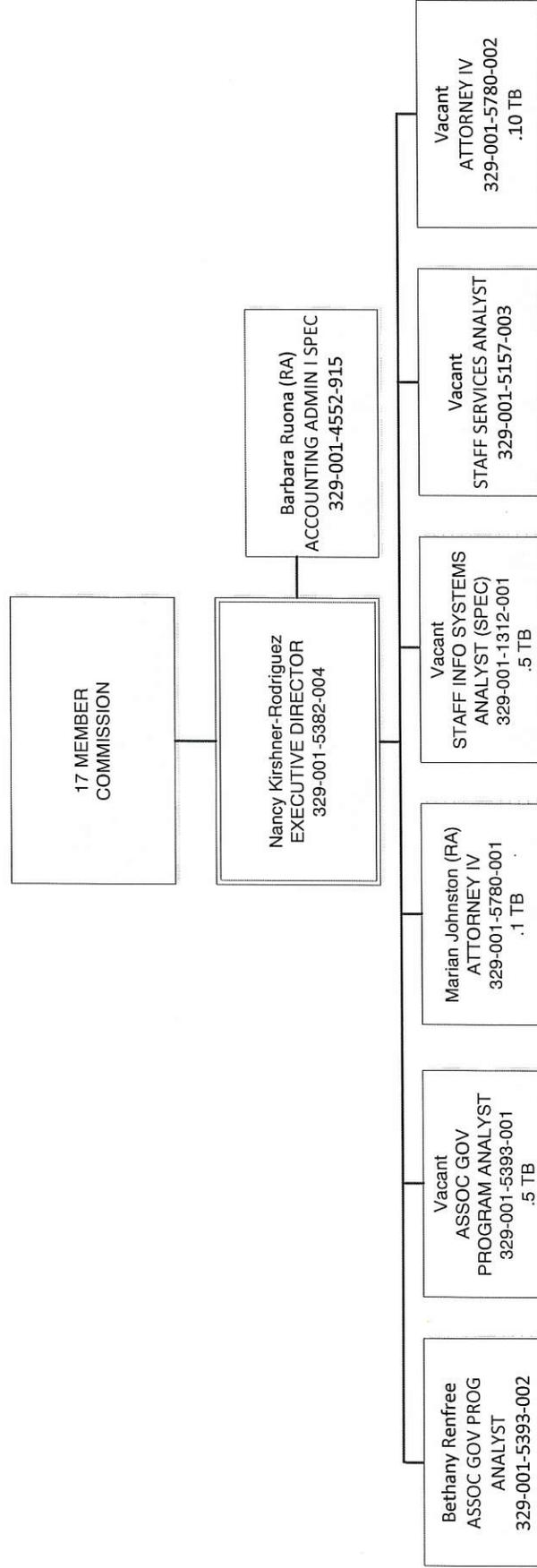
Attachment IV.D1: Org Chart signed

Attachment IV.D2: SSA Job Announcement and Duty Statement

Attachment IV.D3: Minimum Qualifications Certification process

Attachment IV.D4: AGPA Duty Statement Draft

California Commission on the Status of Women and Girls  
March 2016



  
Nancy Kirshner-Rodriguez, Executive Director



## Commission on the Status of Women

## JOB ANNOUNCEMENT POSTING

JC-11316 - STAFF SERVICES ANALYST (GENERAL)

Final Filing Date:4/6/2016

**Equal Opportunity Employer**

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free 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.

**Position Details**

Job Control #:	JC-11316
Position #(s):	329-001-5157-003
Classification:	STAFF SERVICES ANALYST (GENERAL) \$2,945.00 - \$4,788.00
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Permanent, Full Time
Work Shift:	8:00 a.m. - 5:00 p.m.
Work Week:	Monday - Friday

**Department Information**

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers."

DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations

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**Job Description and Duties**

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[Click here to open Duty Statement](#)

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**Application Instructions**

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Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Final Filing Date: 4/6/2016

**Who May Apply**

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants must meet any Minimum Qualifications stated in the Classification Specification(s).

**How To Apply**

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

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**Contact Information**

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The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**

Nancy Kirshner-Rodriguez  
(916) 651-5405  
nancyKirschnerRodriguez@women.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Michelle Armitage  
(916) 376-5122  
michelle.armitage@dgs.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**Mailing and Reporting Location**

CCSWG

Attn: Nancy Kirshner-Rodriguez  
900 N Street, Ste 390  
Sacramento, CA 95814

**Mailed applications must be postmarked by the Final Filing Date in order to be considered.**

**Please specify RPA # 003-CCSWG and JC-11316 on your state application.**

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**SHADED AREA FOR HUMAN RESOURCES ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

EFFECTIVE DATE:

**003-CCSWG**

1. DGS OFFICE OR CLIENT AGENCY California Commission on the Status of Women and Girls (CCSWG)	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Sacramento	3. CLASS TITLE Staff Services Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. - 5:00 p.m.	5. SPECIFIC LOCATION ASSIGNED TO Headquarters, 900 N Street, Suite 390, Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 329-001-5157-003

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the CCSWG Executive Director (ED), the Staff Services Analyst provides public information, public outreach, and Commission website analysis in support of the Commission's services. Responsible for adhering to quick time frames and performing the required analytical duties for the Commission.

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group Related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

40%

**Public Information**

- Communicates the Commission's mission, objectives, policies and accomplishments to the general public and stakeholders.
- Develops public notices and press releases to communicate to the public information on upcoming Commission meetings, hearings, events, and report releases, using advanced writing and computer skills, and in accordance with instructions and direction from the Executive Director.
- Researches, responds to, and/or disseminates information to public questions and inquiries as it pertains to the Commission.
- Develops and maintains report on incoming public comments for Commission review.
- Researches, develops, and maintains report on public meeting laws to ensure compliance.
- Develops and maintains meeting agendas to ensure completion of Commission priorities and resolutions on tasks assigned.
- Researches and recommends resolutions, editorials, and commentary on critical and/or sensitive issues such as Commission proposals, policy priorities, programs, or presentations. Provides assistance to other staff and/or Commissioners in writing resolutions, editorials, and commentary.

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**RPA 003-CCSWG**

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group Related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
30%	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>• Researches, writes, coordinates, reviews, processes, edits, publishes and distributes in a timely manner the Commission's monthly newsletters.</li> <li>• Researches, writes, edits, designs, and coordinates the production of collateral materials and annual reports of the Commission's programs, in collaboration with other staff members.</li> <li>• Provides communication assistance to correspondence to Commission partners, contacts, stakeholders, and the public. Writes and edits other kinds of communications, as required.</li> </ul> <p><b>Public Outreach</b></p> <ul style="list-style-type: none"> <li>• Implements a communications strategy and social media campaign to educate the public regarding Commission programs, policy priorities, and outreach activities and develop a social media campaign around the programs, policy priorities, and initiatives of the Commission; Execute the communication strategy and social media campaign based on the direction of the Executive Director.</li> <li>• Responds to press inquiries on issues impacting women and girls and facilitates press interviews for the Executive Director and/or Commissioners. Drafts, finalizes and disseminates to print and broadcast media Commission press releases, media advisories, speeches, fact sheets, talking points and written responses to public inquiries. Arranges editorial meetings and programs to advocate and communicate Commission objectives. Develops scripted language that reflects consistency with legislation and other messages related to Commission responsibilities and concerns. Coordinates with Commission staff to create and maintain a list of press contacts and a media log of relevant statewide and national press stories.</li> <li>• Develops, produces, and updates public outreach materials such as publications, handouts, brochures, maps, displays, etc. Surveys public to identify whether materials are valued and what new materials are desired.</li> <li>• Develops outreach strategies that will advance the Commission's mission.</li> <li>• Participates in community advisory groups to represent the Commission.</li> <li>• Plans and executes Commission events such as public presentations, job fairs, interns and volunteers recruitment, and any related event logistics.</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>• Conducts an assessment of the CCSWG website and provides recommendations for content update or modifications. Implements changes as necessary and directed by Executive Director. Develops, designs/formats, updates, and maintains content, reports, monthly newsletters, etc., for the Commission's website, using computer and graphic design skills, to ensure information is accurate and current.</li> <li>• Prepares and edits organizational publications for posting on website. Periodically reviews existing inventory of Commission publications and identifies where changes might be necessary due to time sensitive issues or legislation. Provides Executive Director with data related to Commission meeting agenda items for public posting. Coordinates interaction with Commission staff assigned to provide oversight and writing of Legislative and external reports to ensure timely and accurate completion for posting on website.</li> </ul>
30%	

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**RPA 003-CCSWG**

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group Related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	<p><b>ESSENTIAL FUNCTIONS (continued)</b></p> <ul style="list-style-type: none"> <li>• Develops and manages the Commission's email and social media accounts such as Facebook, Twitter, LinkedIn, YouTube, to ensure transparency and accuracy.</li> <li>• Responsible for listserv and other external communication postings. Maintains the Commission's Website and CCSWG listserv mail box and responds to any inquires or issues related to the web.</li> <li>• Serves as Language Access Coordinator to ensure website is in compliance with American Disability Act and language access rules.</li> <li>• Provides analytical support on special projects related to information technology needs, privacy policies, virus protection, and any other information security needs.</li> <li>• Coordinates the gathering and analyzing of requirements to develop new/modified web pages for publishing to CCSWG home page, internal pages and the development of new webpages, images and posting; implements the necessary requirements for programming and publishing as requested and approved by the Executive Director.</li> <li>• Maintains an understanding of web content development practices, technologies, issues and standards by reading web articles, attending free web seminars, communicating with the data center. Assists internal staff on how to configure documents for posting.</li> <li>• Responsible for the coordinating of file transfer protocol of files to external servers for any necessary files for secure file transfers. Performs all troubleshooting of web issues and documents all identified issues with service requests.</li> <li>• Maintains consistency with the look and feel of the Governor's web format by using standard web pages and templates provided by the Office of the Chief Information Officer (OCIO). Complies with the State and the department's procedures regarding the processing of all web requests, posting of Agency Memos, Special Alerts, and other website content</li> </ul> <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization.</p> <p>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; gain and maintain the confidence and cooperation of those contacted during the course of work.</p>

**DUTY STATEMENT**

GS 907T (REV. 03/03)

**RPA 003-CCSWG**

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group Related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
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**DESIRABLE QUALIFICATIONS**

- Demonstrate experience analyzing situations and adopting effective courses of action.
- Demonstrate experience analyzing and interpreting laws, rules, and regulations.
- Demonstrate ability to maintain confidentiality of sensitive personnel related work.
- Demonstrate experience providing quality customer service.
- Demonstrate excellent organizational skills.
- Demonstrate focused attention to detail and follow-through.
- Demonstrate ability to effectively manage multiple projects and priorities.
- Possess knowledge of State policies, rules, laws and procedures and ability to adapt to changing policies and program priorities.

**INTERPERSONAL SKILLS**

- Possess excellent oral and written communication skills.
- Possess ability to work cooperatively with others or independently.
- Receive and follow verbal/written direction from supervisors.
- Demonstrate positive attitude, open-mindedness, flexibility and tact.

**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**

- Demonstrate ability to perform efficiently and effectively under deadlines and pressure.
- Wear business dress in accordance to office environment.
- Select, access, and use necessary information, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Demonstrate ability to multi-task with changing priorities.



Department of Human Resources

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## Job Control Record

✓ You currently have this record locked.

### Job Control Details

Job Control Code: JC-11316  
 Job Control Status: Active  
 Primary Class Code: 00105157  
 Primary Class Title: STAFF SERVICES ANALYST (GENERAL)  
 Working Title:  
 Dept. Code: 2599  
 Dept. Name: Commission on the Status of Women  
 Job Location: Sacramento County  
 Tenure/Timebase: Permanent Fulltime  
 Language Title: No Language Specified  
 Number of Positions: 1      Number of Hires Made: 0  
 Electronic Applications: Yes  
 Filing Type: Limited      Advertising Period: 10 business days  
 Final Filing Date: 04/06/2016  
 Job Posting Status: Advertising Complete  
 Job Posting Release Date: 03/22/2016  
 Reveal to Hiring Unit:       Viewable Applications: 221

- Links**

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Access Complete:

HR Team

Hiring Unit

#### Apps Summary

### Applications Summary

Total Applications: 221

Hiring Unit View	HR Status	Count
<input checked="" type="checkbox"/>	List Eligibility Claimed	55
<input checked="" type="checkbox"/>	Needs Review	10
<input checked="" type="checkbox"/>	On Cert - Not Reachable	9
<input checked="" type="checkbox"/>	On Cert - Reachable	133
<input checked="" type="checkbox"/>	Transfer Claimed	14

Last Updated Date/Time: 04/07/2016 00:05:00

Last Updated By: System Created

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# MINIMUM QUALIFICATION AND TRANSFER ELIGIBILITY PROCESS

The following process is used for initial eligibility verification.

## STEP 1:

### Program Supervisor/Personnel Liaison

- ✓ Screens all applications received via on-line and/or mail.
- ✓ Selects up to 15 candidates per vacancy to be interviewed (this includes all applications received on-line or by mail).
- ✓ Emails the MQ Worksheet and scanned applications to the Exam Unit at [exammqunit@dgs.ca.gov](mailto:exammqunit@dgs.ca.gov).

**Note:** Applications submitted on-line do not need to be scanned and emailed to the Exam Unit.

## STEP 2:

### Office of Human Resources

- ✓ Determines list eligibility.
- ✓ Performs minimum qualification and transfer eligibility analysis.
- ✓ C&P emails list of eligible candidates to the program Personnel Liaison.

## STEP 3:

### Program Supervisor/Personnel Liaison

- ✓ Conduct Interviews and determines top candidate.
- ✓ Emails C&P Analyst for final eligibility verification.

