

# Staff Services Analyst (5157)

## California State Personnel Board Specification

Schem Code	Class Code	Class Title	Probation Period
JY20	5157	Staff Services Analyst	12 months

### SALARY INFORMATION

#### Description

This specification describes a recruiting and developmental multi-range class used throughout state service to perform a broad range of interdisciplinary activities consisting primarily of analytical, consultative, and specialized evaluative tasks related to the administration of state programs such as providing program evaluation; development; budgeting; planning; training; management; and personnel analysis.

Under supervision, incumbents may audit, calculate, gather, tabulate, compile, reconcile, interpret, and analyze data and other materials; develop creative 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; conduct eligibility analysis, contract/grant administration, and case management activities; and other 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.

#### Minimum Qualifications

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

Equivalent to completion of the 12th grade; **and**

Four years of 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.

## Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; 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.

**All employees** shall have general qualifications as described by [California Code of Regulations, title 2, section 172](#).

## Class History

Class	Date Established	Date Revised	Title Changed
Staff Services Analyst	09/22/1977	04/01/2023	--

Updated: 3/30/2023