

## PERSONNEL ANALYST

### DEFINITION:

Under general direction of the Director, Classified Personnel, performs job analyses and develops job related examinations; performs classification studies, job description reviews and compensation surveys; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees; assumes and performs related duties and responsibilities as necessary or required.

### CLASS CHARACTERISTICS:

This class has significant responsibility for performing professional technical personnel work in developing classified employment exams, performing classification studies and job description reviews, conducting salary studies, preparing the data used in negotiations and for recommending salaries for new and existing classifications. This position works independently and oversees the proper employment processing of classified employees, including salary placement and documentation, and the entry of all classified employees on the County Payroll in accord with District and Merit System rules, regulations and procedures. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Classified Personnel Office.

### EXAMPLES OF DUTIES:

Studies and coordinates recruitment needs, plans, and develops classified employee selection processes including: development of the selection plan, determining, developing and preparing the selection instruments, establishing exam weighting, and validating the competitive examinations to fill District classified staffing needs; *E*

Conducts job analyses and interviews with administrators, department heads, supervisors and incumbents to identify levels of skill, knowledge and ability to develop job related examinations for existing and proposed job classifications; *E*

Reviews examinations and exam materials with subject matter experts to verify appropriateness and document findings; *E*

Scores and validates classified examinations, conducting post-test analyses to determine if the test and test item(s) are performing appropriately to determine levels of competence, skills, knowledge and abilities; revises test questions as necessary; *E*

Conducts classification studies and job description reviews, prepares written recommendations and when approved for placement on Commission agendas responds to questions as appropriate; *E*

Performs comparative salary surveys, salary audits and studies; establishes study design, collects, compiles, analyzes and prepares the final presentation of the survey data; *E*

Prepares and/or assists in preparing class specifications for new classes or classes being revised; *E*

Answers questions from administrators, employees and the public to explain and interpret Merit System and personnel procedures associated with hiring, employment, promotion, discipline, transfer, layoff, evaluation and professional growth; *E*

***E* denotes an essential function of the job.**

Performs a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receives and processes personnel requisitions; maintains personnel records and files to document assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; prepares a wide variety of documents and reports; *E*

Inputs, accesses, develops and oversees maintenance of the classified employee data base; retrieves information for routine and special reports as required; *E*

Prepares required correspondence and documentation for purposes of effecting layoffs of classified employees, advises employees of their rights and ensures the Layoff Reemployment List takes priority in filling vacancies in affected classifications; *E*

Coordinates distribution and timely completion of classified employee evaluations;

Coordinates the Professional Growth program for classified employees;

Assists the Director in keeping Merit Rules and procedures current by identifying areas of concern and suggesting possible solutions;

Provides classified employment verifications;

Assists in receiving and screening applications for employment to ensure meeting of minimum requirements;

May assist in administering classified examinations;

May assist in processing employment documentation and answering questions of newly hired classified employees;

Assists in maintaining eligibility, promotion, transfer, reinstatement, and other personnel lists.

### **SUPERVISION:**

General direction is received from the Director, Classified Personnel.

Provides leadership and/or guidance and direction to subordinate positions assigned to the Classified Personnel Office.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Principles, purposes, functions, policies and practices of public personnel administration;

Techniques and methods used in the development, administration, scoring and validation of selection processes;

Techniques and methods used in conducting classification and compensation studies;

Laws, rules, regulations, procedures related to recruitment, selection, retention of classified employees in a Merit System school district;

Statistical analysis and mathematical calculations used in validating employment examinations;

Word processing, spreadsheet, database, Internet and E-mail computer applications;

Modern office methods, procedures, practices, terms and equipment used in a personnel office;

Correct English usage, spelling, grammar and punctuation;

Standard record keeping and filing system procedures;

Business office telephone techniques and etiquette.

**Ability to:**

Identify knowledge's, skills and abilities required to succeed in a wide variety of occupational classifications, integrating same into appropriate testing vehicles;  
Analyze positions identifying key components in order to make classification, salary allocation and reallocation recommendations;  
Collect, analyze and interpret data and prepare compensation surveys and/or classification and compensation recommendations and reports;  
Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff;  
Work cooperatively, effectively, efficiently with and provide quality customer service to co-workers, administrators, employee representatives, the public and others;  
Work accurately and independently, making sound, reasoned decisions and recommendations;  
Effectively and efficiently maintain records and files;  
Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;  
Carry out oral and written instructions, and plan, organize and prioritize work;  
Maintain security of sensitive, confidential and privileged information;  
Communicate clearly and concisely.

**EDUCATION AND EXPERIENCE:**

Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field is required. At least four years of personnel experience is required, preferably in a California Merit System School District.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.

**LICENSES REQUIRED:**

A valid California Driver License.

Classification Adopted 8/14/03

Reviewed with no revisions 2/23/06