

ASSISTANT PERSONNEL ANALYST

DEFINITION

Performs a variety of professional personnel work of moderate complexity related to areas such as compensation, classification, rules, and policies, organizational studies, recruitment and examinations, equal employment opportunity and affirmative action, and employer-employee relations.

TYPICAL DUTIES

Performs a variety of professional-level studies of moderate complexity related to areas such as classification, compensation, personnel policy, organizational analysis, equal employment opportunity, employer-employee relations, and rules.

Revises class descriptions based on knowledge of positions gained from field audits or research in case folders and reports.

Recruits and examines applicants for a variety of positions in the Classified Service.

Constructs, analyzes, edits, and organizes a variety of examination material.

Contacts private firms and public agencies to obtain classification and/or salary data.

Compiles, verifies, analyzes, and correlates information on personnel matters and develops and presents data in graphic, tabular, written, and oral forms.

Prepares reports, presentations, and other communications containing descriptive, analytical, and evaluative content including the preparation of recommendations based on findings.

Assists in developing new and improved procedures, operating practices, and forms for assigned areas.

Resolves problems, discrepancies, and responds to inquiries related to areas such as classification, compensation, rules, personnel policies, organizational analysis, recruitment and examinations, equal employment opportunity and affirmative action, and employer-employee relations.

Confers with District and college staff regarding assigned projects and may make recommendations based on findings.

Answers requests from other school districts, agencies, and individuals for information concerning personnel policies and procedures, compensation, and job classifications.

Effectively utilizes the capabilities and functions of specialized and standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.

Participates in workshops and seminars intended to increase knowledge of personnel management.

May present workshops to District employees on designated personnel related matters.

May participate in analysis of proposed legislation, Board Rules, and administrative regulations related to personnel practices and procedures.

May provide work direction to clerical staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Personnel Analyst** performs professional personnel work of moderate complexity related to areas such as classification and compensation, personnel rules and policies, recruitment and examinations, and employer-employee relations, which are subject to closer supervision and review than work performed by a Personnel Analyst.

A **Personnel Analyst** performs a variety of complex journey-level professional personnel work related to classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, equal employment opportunity and affirmative action programs and services, and employer-employee relations.

A **Supervising Personnel Analyst** is responsible for the day-to-day supervision of one or more assigned functional units of a personnel program and personally performs the more responsible and complex technical and professional assignments related to recruitment and selection, testing, job classification, compensation, organizational analysis, staff development and training, and the development of rules, policies, and procedures. An incumbent in this class is required to apply a thorough knowledge of laws and regulations, rules, and procedures in the performance of his/her duties.

SUPERVISION

Immediate supervision is received from a higher-level technical supervisor. Work direction may be exercised over clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, purposes, functions, policies, and practices of personnel management, including basic Merit System principles
- Principles, terminology, and techniques of classification and compensation plans, examination preparation, interviewing, and recruitment
- Statistical methods and graphic presentation
- Fact-finding methods and procedures
- Techniques of data collection and analysis
- Research techniques and sources of reference material and information regarding personnel management
- Recordkeeping procedures
- Capabilities of computer systems, applications, and hardware used in personnel management

Ability to:

- Gather, compile, and analyze data related to areas such as classification, compensation, rules, personnel policies, organizational analysis, recruitment and examinations, equal employment opportunity and affirmative action, and employer-employee relations
- Interpret, apply, and explain Board of Trustees Rules, Personnel Commission Rules, Human Resources Guides, Education Code Sections, and collective bargaining agreements
- Prepare and present reports in written, oral, graphic, and tabular form
- Plan and organize work to meet deadlines
- Work effectively and cooperatively with District administrators, employees, bargaining unit representatives, representatives of private and public agencies, and individuals from a variety of ethnic, social, and economic backgrounds
- Effectively communicate orally and in writing
- Make effective presentations on various personnel related topics
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized four-year college or university, preferably with a major in human resource management, public administration, industrial or organizational psychology or a related field.

AND

One year of full-time paid professional-level experience in one of the following areas: position-classification, compensation, wage and salary administration, recruitment and selection, affirmative action, or employer-employee relations. Public personnel work is desirable.

OR

- B. A master's degree from a recognized four-year college or university with a major in human resource management, public administration, industrial or organizational psychology, or a related field.

Special:

A valid Class "C" California driver's license.
Access to an automobile.