

PERSONNEL ANALYST

DEFINITION

Performs a variety of complex journey-level professional personnel work related to the areas such as compensation, job classification, rules and policies; organizational studies; recruitment and examinations; equal employment opportunity and affirmative action.

TYPICAL DUTIES

- Determines comparability of duties, responsibilities, and conditions of work performed for public and private employers.
- Conducts wage and salary surveys and recommends reallocation of salaries for classes and groups or series of classes.
- Conducts position classification studies, position audits, and job analysis.
- Writes reports containing descriptive, analytical, and evaluative content including the preparation of recommendations based on findings.
- Develops and revises class descriptions and prepares recommendations for the classification and reclassification of positions and classes.
- Determines the training, experience, knowledge, skills, and abilities required for positions and classes.
- Prepares and reviews personnel rules and policies on such matters as appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses, and performance evaluations.
- Investigates employee complaints.
- Prepares advertisements and other recruitment publicity materials.
- Devises and develops methods of testing for job related knowledge, skills, and abilities.
- Plans, outlines, and prepares examinations, specifying type and sequence of tests, items to be used, and tasks to be rated.
- Obtains, develops, analyzes, edits, and organizes examination materials.
- Confers with department heads and technical experts about the selection, development, preparation, and evaluation of material for examinations.
- Prepares examination items and verifies keyed answers from technical resources.
- Plans and supervises the administration and rating of performance tests and work-sample tests.
- Instructs and directs examination proctors and other lower-level clerical staff and may personally administer performance tests.
- Arranges and schedules evaluation interviews, instructs committee members in procedures and standards to be applied, and gives general guidance to interviewers and raters in order to achieve reliability, fair competition, and standards of eligibility.
- Gathers and analyzes data for test validation studies.
- Determines weights for various parts of examinations and analyzes their effect.
- Reviews examination results and explains scoring, examining policies and procedures, and advises candidates on methods of improvement.
- Analyzes and answers protests arising from examinations, and participates in initial examination protest procedures.
- Performs statistical analyses of examination results.

TYPICAL DUTIES (Cont.)

- Conducts studies of District recruitment, selection, and employment policies, practices, methods, and procedures to ensure compliance with equal employment opportunities.
- Applies statistical techniques to the analysis of District and community work forces, the development of affirmative action timetables and goals, and the evaluation of progress toward achieving those goals.
- Confers with management and information technology staff on the formulation of computerized system plans and specifications.
- Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.
- Effectively utilizes the capabilities of specialized software programs in the production of management information and reports.
- Develops new and improved procedures, operating practices, forms, and reporting systems to assure District compliance with equal employment opportunity and affirmative action requirements.
- Confers with and advises District staff, unions, and other groups on equal employment opportunity and affirmative action matters affecting District operations.
- Assists in promoting District and employee support of equal employment opportunity and affirmative action goals.
- Investigates, analyzes, and evaluates complaints of alleged discriminatory employment practices and initiates appropriate action.
- Assists in the development of negotiation strategies for collective bargaining and interprets negotiated agreements for management.
- Assists in preparation of proposals and counter proposals for discussion at the collective bargaining table.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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; and equal employment opportunity and affirmative action programs and services.

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, policy, 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 duties.

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.

SUPERVISION

General supervision is received from a classified supervisor. Functional supervision may be exercised over lower-level analysts and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles, purposes, functions, policies, and practices of personnel management
Techniques, methods and tools used in the development and administration of job classification and compensation plans
Statistics and research methods used in personnel management
Merit system principles and practices
State and federal laws and regulations related to employment, employee selection, and employment testing
Personnel Commission rules, policies, and procedures
District Board Rules and administrative policies related to the employment of academic, classified, and unclassified staff
Collective bargaining agreements covering District employees
Techniques and methods used for recruiting personnel
Duties performed in a variety of occupational fields
Current principles and techniques used in employment testing
Techniques of counseling and guidance
Fact-finding methods and procedures
Capabilities of computer systems, software, and hardware in the management of human resources

Ability to:

Perform complex professional-level work related to areas such as employee recruitment and selection, testing, job classification, compensation, organizational analysis, and rules and policy development
Apply classification principles and techniques in a wide variety of occupational fields
Allocate positions to classes or reallocate entire classes with consistency and accuracy
Identify knowledge, skills, and abilities necessary for successful job performance
Apply wage and salary determination principles and techniques
Write comprehensive, understandable, and legally appropriate reports and correspondence
Perform complex assignments independently
Interpret, apply, and explain Personnel Commission Rules, Education Code Sections, Human Resources Guides, Board of Trustees Rules, Administrative Regulations, and collective bargaining agreements
Evaluate qualifications of candidates for various types of employment
Work on many simultaneous assignments with close attention to detail and with attention to schedules and deadlines
Use efficient research techniques to develop test materials and examination techniques
Use practical judgment, creativity, ingenuity, and resourcefulness in planning, designing, adapting, organizing, and presenting test materials

Ability to: (Cont.)

Devise procedures for efficient administration of examinations

Develop innovative solutions to complex and sensitive equal employment opportunity problems

Present complex technical information and issues in understandable terms both orally and in writing

Maintain a fair and impartial attitude

Work effectively and cooperatively with District administrators, employees and employee organization representatives, representatives of private and public agencies, and the public

Effectively utilize computer equipment, software, and management information systems in the performance of duties

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. Graduation from a recognized four-year college or university, preferably with a major in human resource management, industrial or organizational psychology, public administration, industrial and labor relations, or a related field AND three years of full-time paid professional-level personnel experience in at least one of the following areas: job classification, wage and salary administration, recruitment and selection, or affirmative action. 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, industrial or organizational psychology, public administration, industrial and labor relations or a related field AND one year of full-time paid professional-level personnel experience in at least one of the following areas: job classification, wage and salary administration, recruitment and selection, or affirmative action. Public personnel work is desirable.

Special:

A valid Class "C" California driver's license.

Access to an automobile.