

SUPERVISING PERSONNEL ANALYST

DEFINITION

Plans, organizes, and supervises the day-to-day activities of one or more assigned functional units of a personnel program and performs the more complex technical and professional personnel work related to areas such as recruitment and selection, testing, job classification, compensation, organizational analysis, staff development and training, and rules and policy development.

TYPICAL DUTIES

- Plans, organizes, and supervises the activities of one or more assigned functional units of a personnel program related to areas such as employee recruitment and selection, testing, job classification, compensation, organizational analysis, staff development and training, and rules and policy development.
- Organizes and conducts studies which may have a major effect on organizational structure, personnel practices, processes and procedures, and/or computerized information systems and reports; recommends new or revised processes, procedures, and systems.
- Performs the more difficult and complex studies, analysis, and work within assigned area(s) of responsibilities.
- Develops, revises, and implements personnel management systems, programs, and procedures to improve and enhance operations within assigned unit(s).
- Determines work methods, establishes priorities for the completion of work, and prepares work schedules to meet deadlines.
- Analyzes the effect and makes recommendations on proposed legislation, laws, regulations, contract provisions, legal opinions, and legal decisions related to assigned area(s) of responsibility.
- Consults with and advises administrators, employees, and employee representatives on policies, precedents, and the interpretation and application of laws, rules, and procedures.
- Attends various councils and committee meetings, as designated, to represent area(s) of responsibility.
- Selects, trains, assigns, and evaluates the work of assigned staff.
- Consults with information technology staff to define information systems requirements or problems and coordinates the installation and utilization of specialized software programs.
- Effectively utilizes the capabilities of specialized software programs in the production of management information and reports.
- Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.
- Prepares a variety of correspondence, reports, and presentations related to assigned responsibilities.
- Directs the maintenance of records and directs the distribution of various personnel forms.
- Acts on behalf of a Director in his/her absence on designated matters.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.

A **Personnel Analyst** performs a variety of complex journey-level professional personnel work related to areas such as 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.

An **Academic Personnel Specialist** is responsible for the day-to-day supervision of one or more assigned operational units engaged in providing specialized clerical and technical support related to the areas of recruitment and selection, compensation, and assignment processing of faculty and educational administrator positions and personally performs the more responsible and complex technical and professional assignments within assigned area(s) of responsibility. An incumbent in this class is required to apply a thorough knowledge of laws and regulations, rules and procedures in the performance of duties.

SUPERVISION

General supervision is received from a classified administrator. General supervision is exercised over professional and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, purposes, functions, policies, and practices of public personnel administration
- Current principles and techniques used in employment testing and selection
- Techniques and methods used for recruiting personnel
- Principles and techniques of organizational analyses
- Techniques, methods, and tools used in the design and maintenance of job classification and compensation plans
- Duties performed in a variety of occupational fields
- 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 classified and unclassified personnel
- Collective bargaining agreements covering District employees
- Fact-finding methods and procedures
- Principles and techniques of supervision and training
- Organization and management of records
- Capabilities of computer systems, software, and hardware used in personnel management

Ability to:

- Plan, organize, and coordinate the operations of one or more functional units of a personnel program
- Perform complex professional-level work related to areas such as employee recruitment and selection, testing, job classification, compensation, organizational analysis, staff development and training, rules and policy development
- Develop and implement effective personnel management systems, programs, and procedures
- Interpret, apply, and explain Personnel Commission Rules, Education Code Sections, Human Resources Guides, Board of Trustees Rules, Administrative Regulations, and collective bargaining agreements
- Work independently on complex assignments and meet deadlines
- Collect and analyze complex information and data; recognize significant factors, relationships, and trends; make sound findings and recommendations
- Select, motivate, train, and supervise assigned personnel
- Prepare effective and comprehensive written communications, reports, and presentations
- Present complex technical information and issues in understandable terms both orally and in writing
- Work effectively and cooperatively with all levels of District personnel, employee representatives, representatives of public and private 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, or a related field **AND** four years of full-time paid professional-level personnel experience in at least one of the following areas: recruitment and selection, job classification, wage and salary administration, 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, industrial or organizational psychology, public administration, or a related field **AND** two years of full-time paid professional-level personnel experience in at least one of the following areas: recruitment and selection, job classification, wage and salary administration, affirmative action, or employer-employee relations. Public personnel work is desirable.

Special:

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