



## PERSONNEL ANALYST

### JOB SUMMARY

Under general direction, perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise the performance of assigned staff; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified or certificated employees; assure compliance with applicable laws, codes, rules and regulations. **E**
- Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; participate in the formulation and amendment of personnel policies, procedures, rules and regulations, and systems; communicate with administrators regarding staffing needs. **E**
- Plan and conduct individual and job family classification and compensation analysis studies; review, prepare and modify classification specifications; recommend allocation of individual positions, classifications and salary ranges within organizational hierarchy; monitor and maintain the District's classification plan. **E**
- Consult with subject matter experts to determine type, scope and breadth of employment knowledge, skills and abilities for such purposes as developing classification specifications, job announcements and examination processes. **E**
- Plan, oversee and participate in the administration of recruitment and employment examination construction; develop examination plans; develop, conduct and validate selection procedures including selection tests, interviews and other recruitment materials. **E**
- Oversee, review and participate in the creation of employment eligibility lists; compile exam statistics for analysis of testing procedures. **E**
- Develop recruitment strategies, including composing and placing advertisements, attending job fairs, career days; develop network with other agencies to distribute and publicize current vacancies and employment bulletins. **E**
- Administer assigned online applicant tracking system; oversee and participate in the screening of employment applications for minimum qualifications, credentials

completeness, conviction records and related information in accordance with established guidelines. ***E***

- Plan, develop, schedule, present and facilitate District-wide staff development training programs and classes; conduct training needs assessment surveys; meet with management and employees to address training and development needs. ***E***
- Participate in implementing District staffing reductions; calculate employee seniority; plan, develop and provide displacement services for affected employees. ***E***
- Research, compile and prepare a variety of statistical and narrative reports related to assigned functions; create and maintain a variety of auditable records and files; compose a wide variety of formal correspondence and other written materials; maintain confidentiality of sensitive and privileged information. ***E***
- Oversee compilation of applicant and staffing information for inclusion in the Human Resource Services or Personnel Commission Annual Report, EEOC documents, Public Records Requests and other personnel related reports. ***E***
- Design and conduct a variety of surveys related to personnel practices, policies, regulations, and procedures; prepare related recommendations for administrative review. ***E***
- Research, compile and provide a variety of information for reports, special projects, Board of Education and Personnel Commission meetings and contract negotiations; make recommendations to administration regarding personnel matters as requested. ***E***
- Attend Personnel Commission, Board of Education, Principal or School Site meetings to observe actions, speak publicly about complex personnel issues, respond to questions, and make official presentations as requested. ***E***
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust work flow and assignments to meet time lines. ***E***
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; interpret, apply and explain personnel policies, procedures, contracts, laws, codes, rules and regulations. ***E***
- Attend and participate in a variety of meetings, conferences and trainings to maintain knowledge of current trends in the field of personnel administration; prepare and deliver presentations to individuals or groups concerning personnel operations, policies, procedures and services. ***E***
- Operate a variety of office equipment including a computer and assigned software; maintain department web pages as assigned by the position. ***E***
- Drive a personal vehicle to various sites to conduct work. ***E***
- Review and approve vacancy assignments as assigned by the position; serve as an alternate approver for senior management as assigned. ***E***
- May assist in preparation of the departmental budget.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Personnel Analyst series. Personnel Analysts interact with all levels of District personnel, the general public, other public agencies and professional organizations. Incumbents function well in a client services environment where positive outcomes and customer satisfaction are highly valued and important, along with meeting high standards and commitment to merit and civil service principles. Incumbents demonstrate an understanding of working in a diverse society and are respectful to others presenting differing views of subjects. Personnel Analysts actively participate as part of a department leadership team.

Employees within this class are distinguished from the Associate Personnel Analyst by the performance of the full range of duties and work, which when reviewed, is reviewed as a final product. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit and department. Positions in this class are normally filled by advancement from the Associate Personnel Analyst level, or when filled from the outside, require significant related experience.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Principles and practices of personnel administration including classification, compensation, recruitment, employment examination construction and selection.
- Job analysis methodologies and techniques.
- Research design and statistics models used in test construction and validation.
- Principles and practices of supervision and training.
- Applicable laws, codes, rules and regulations related to assigned activities.
- District organization, operations, policies and objectives.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of office equipment including a computer and assigned software.
- Mathematical computations.
- Public speaking techniques.

**Ability to:**

- Perform highly responsible and professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection.
- Serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations.
- Train, supervise and evaluate the performance of assigned staff.
- Design, develop and implement recruitment, examination and selection strategies and prepare applicable rating guides, forms, supplemental applications and exam materials.

Compile and analyze organizational and occupational information for job analysis and classification processes.

Apply current theory and techniques of job analysis to employee selection processes.

Research, compile and analyze data.

Prepare comprehensive narrative and statistical reports.

Prepare and maintain records and files.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Analyze situations accurately and adopt an effective course of action.

Make generalizations, evaluations or decisions without immediate supervision.

Maintain confidentiality of sensitive and privileged information.

Work independently with little direction.

Plan, prioritize and organize work.

**Education and Training:**

Bachelor's degree in public, business, or human resources administration, psychology or a closely related field.

Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

**Experience:**

Three years of experience as a generalist in the areas of classification, compensation, recruitment and selection including increasingly responsible professional personnel experience in a merit system or similar civil service organization, one year of which must have been at the management or supervisory level.

A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge and abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Office environment.  
Frequent interruptions.  
Driving a vehicle to conduct work.  
Potential for contact with dissatisfied or abusive individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment and a computer keyboard.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person or on the telephone.  
Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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