



PERSONNEL COMMISSION

Class Code: 3270
Salary Range: 35 (M2)

ASSOCIATE PERSONNEL ANALYST

JOB SUMMARY

Under general supervision, perform a variety of technical and professional personnel administration related duties with increasing requirements of initiative and independence of action; participate in test development, methods, and procedures for entry-level and selected classifications; train and supervise 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.

- Research and conduct investigations on exam processes to resolve appeals and disqualification of candidates; recommend decisions and corrective measures; assure compliance with applicable laws, codes, rules and regulations. **E**
- Interview and provide advice to applicants and employees regarding recruitment and selection procedures, improving exam performance, career paths, and related personnel matters. **E**
- Assist in job analysis and competency based testing methods to determine the knowledge, skills, abilities and certifications to be measured in examinations for selected classifications; confer with subject-matter experts to develop exam materials. **E**
- Participate in developing, scheduling, administering and rating of performance exams, work sample tests, interviews, rating guides, supplemental applications, and other selection methods; develop and recommend test segment weights. **E**
- Analyze computerized test results, item analysis on written exams, and conduct other statistical studies as assigned. **E**
- Screen applications escalated by staff or as needed for minimum qualifications, completeness, conviction records and related information in accordance with established guidelines. **E**
- Assist in obtaining interview and performance panel raters for exams as needed and oversee the work of staff involved in this process. **E**
- Conduct panel interview briefings; provide raters instructions regarding appropriate assessment of candidates and completion of documentation and rating guides; review candidate scores and conduct conclusion recap. **E**
- Assist in classification and compensation studies; review employee documentation and conduct job audit interviews; draft new and revised class descriptions and corresponding staff reports for review. **E**

- Serve as a resource and 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***
- Conduct a variety of assigned projects such as recruitment and examination related studies or reviews, applicant related data studies, and staffing and employment programs. ***E***
- Participate in implementing District staffing reductions and providing displacement services for affected employees. ***E***
- Maintain and control the secure handling of examination files, interview recordings, and other exam records for storage and/or disposal. ***E***
- Compose a variety of materials such as correspondence, brochures, recruitment bulletins, letters to applicants, newspaper advertisements, and procedure manuals; compose written communications requiring complex explanations in a clear, concise, and professional manner. ***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; maintain confidentiality of sensitive and privileged information. ***E***
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and adjust workflow and assignments to meet time lines. ***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 as assigned. ***E***
- Assist in designing and delivering classified staff development programs including development of course objectives, curriculum and class materials. ***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***

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

The Associate Personnel Analyst is the entry-level management classification in the Personnel management series. An Associate Personnel Analyst applies general personnel knowledge to a variety of duties and responsibilities which should develop into the qualifications required to become a Personnel Analyst.

Incumbents are exposed to a broad variety of professional personnel assignments so that their knowledge and abilities can grow via on-the-job training. An employee in this classification works with subject matter experts and District administration on entry-level and selected classifications, assisting in test development and administration, test analysis, and special projects. In such cases, direction may vary from specific to general, with periodic checks of work in progress. The work product is reviewed for compliance with rules, regulations, personnel theory and compatibility with District

procedures. The amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have exceptional analytical skills, reading comprehension, computer, and organizational skills.

EMPLOYMENT STANDARDS**Knowledge of:**

Personnel office functions, practices and procedures.
General principles and practices of personnel administration including recruitment, employment examination construction and selection.
Basic job analysis methodologies and techniques.
Applicable laws, codes, rules and regulations related to assigned activities.
District organization, operations, policies and objectives.
Principles and practices of supervision and training.
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 a variety of technical and professional personnel administration related duties.
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.
Participate in the development and administration of recruitment, examination and selection strategies.
Prepare applicable rating guides, forms, supplemental applications and exam materials.
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.
Make generalizations, evaluations or decisions without immediate supervision.
Maintain confidentiality of sensitive and privileged information.
Plan, prioritize and organize work.

Education and Training

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

Experience

Two years of technical or professional personnel experience involving recruitment, testing and selection processes, conducting classification and compensation studies, or psychological testing methods. Experience in a lead or supervisory capacity is desirable.

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

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

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.

SPECIAL REQUIREMENTS:

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

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.

PCA: 6/24/1999

Revised: 10/2001

Revised: 6/29/2006

Revised: 7/19/2018