

PERSONNEL ANALYST

JOB SUMMARY

Under general direction, performs professional personnel work related to recruitment, test development, and validation, selection, classification, compensation, and other personnel studies; and relieves the Personnel Director of administrative detail.

REPRESENTATIVE DUTIES: "E" – essential duty

- Performs technical work in conducting job analysis through interviews and questionnaires. E
- Identifies skills, knowledge, abilities, and traits necessary for successful job performance. E
- Works with subject matter experts to determine appropriate selection procedures and to develop examination items and rating materials. E
- Supervises preparation of job bulletins and plans recruitment strategies. E
- Supervises the scheduling and administration of examinations. E
- Determines qualifications required of raters and interviewers. E
- Selects and instructs raters concerning their duties. E
- Reviews and analyzes examinations and examination results; Determines pass points. E
- Responds to exam appeals and/or protests. E
- Identifies reasonable accommodation for applicants with disabilities during recruitment.
- Performs test validation studies. E
- Reviews and analyzes federal and state laws, regulations and guidelines concerning selection procedures and test validation. E
- Supervises the work of technical or clerical personnel. E
- Conducts and assists in conducting classification studies. E
- Develops and revises class specifications. E
- Collects salary, fringe benefit, and related data. E
- Collects and analyzes data related to negotiations; may serve as a resource at the negotiations table. E
- Interprets rules, regulations, policy, and the Education Code in answering questions from district administrators, employees, and the public. E
- Attends Personnel Commission meetings, conferences, and workshops to keep informed of trends and practices in the personnel field. E
- May assist with the interactive accommodation process as necessary.
- Participates in special projects, as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from an accredited college with a bachelor's degree, with a major in personnel administration, psychology, or a closely related field, including courses in statistics, industrial or educational psychology, or public administration; AND two years of professional personnel experience, preferably including experience in test development and validation, or classification and job analysis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- The basic principles of public personnel administration.
- Federal and state laws and guidelines regarding employee selection.
- Methods of statistical analysis and prediction.
- Rules and regulations that affect classified employees in a merit system school district; principles and methods utilized in performing test development, and validation, selection and job analysis.

Ability to:

- Conduct a job analysis and identify skills, knowledge, abilities and traits necessary for successful job performance.
- Plan and develop selection procedures and validation studies.
- Interpret rules, laws, and policies related to employees and employee selection.
- Collect and analyze data in a logical manner.
- Prepare and present clear and concise reports.
- Perform complex personnel work with confidentiality and minimum direction.
- Operate a computer and use software needed to prepare and analyze testing materials.
- Establish and maintain effective relationships with others with emphasis on integrity, empathy, and customer service.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS & WORKING CONDITIONS: Office environment; and driving a vehicle to various district sites. Dexterity of hands and fingers to operate a variety of standard office equipment; sitting for extended periods of time; seeing to read and analyze salary and testing data; clarity of voice to give oral presentations; and hearing and speaking to exchange information.