PERSONNEL ANALYST

DEFINITION

Under general supervision, performs a variety of professional activities in support of a centralized personnel system, including classification, compensation and employment-related analysis; provides support to recruitment and selection; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is an experienced level, position competent to perform a wide variety of professional-level duties. Incumbents are expected to perform work in any of the defined areas, as workload and training needs dictate.

EXAMPLES OF DUTIES (Illustrative Only)

- Conducts job analysis and classification studies and audits, including desk audits
- Prepares new or modified class descriptions
- Works with and provides staff support to the Classification Oversight Committee
- Collects compensation and related information and prepares analysis and reports
- Provides classification, compensation, and employment-related information to other educational institutions and agencies
- Assists in the resolution of difficult employment problems and complaints and recommends corrective action
- Directs and assists in recruitment and selection processes
- Provides information to applicants and the public regarding selection procedures
- Assists in the implementation and monitoring of equal employment opportunity and affirmative action programs
- Assists with grievance handling and labor relations programs and negotiations by gathering data and making recommendations
- Interprets, explains and applies the California Education Code, federal and state laws and College policies, procedures and regulations
- Works with Information Technology staff in the development of an automated personnel information system
- Conducts special studies and projects and prepares statistical and narrative reports, correspondence and other written materials
- Monitors developments in the personnel field which potentially affect College personnel activities
- Recommends and implements improved procedures
- Directs the work of support staff on a project or day-to-day basis
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration
- Classification, compensation and benefits analysis and administration procedures
- Recruitment and selection techniques and procedures
- Basic functions and structure of a community college or similar educational setting
- Applicable state and federal laws and regulations
- Basic affirmative action principles and practices
- Standard office practices and procedures, including basic business data processing applications
- Basic supervisory principles and practices

Skill in:

- Designing effective recruitment programs to obtain qualified candidates
- Developing valid and effective selection procedures
- Conducting classification, compensation, and employment-related studies
- Analyzing technical information, evaluating alternatives and exercising sound judgment within established guidelines
- Interpreting and applying laws, regulations and policies
- Researching and preparing clear, concise and effective written reports, recommendations, correspondence and other materials
- Maintaining accurate records and files
- Instructing and directing the work of staff
- Operating a personal or on-line computer to enter, edit and retrieve data and generate reports
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from a four-year college or university with major course work in business or public administration, psychology, industrial relations, or a related field, and two years of professional-level experience in a centralized personnel system. Experience in a personnel function which has provided the knowledge and skills outlined above may be substituted for the education on a year-for-year basis, to a maximum of two years. Experience in a public agency or educational setting is desirable.

Revised: August 4, 1997