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 work as required/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 education 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 computer services 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; and directs the work of support staff on a project or day-to-day basis.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration
- Classification, compensation and benefits analysis and administration procedures
Knowledge of: (cont'd.)

- 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.