



PERSONNEL COMMISSION

Class Code: 0855
Salary Range: 44 (M2)

SENIOR PERSONNEL ANALYST

JOB SUMMARY

Under general direction, plan, develop, administer and supervise major professional level personnel functions of the Personnel Commission or Human Resource Services staff for the certificated or classified service of the District; 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.

- Plan, organize and supervise personnel staff performing the recruitment and selection processes of all District certificated and/or classified positions; determine the appropriate recruitment sources and scope of advertising for vacant positions. *E*
- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as reviewing transcripts and credentials; employment processing of certificated employees; posting of personnel information; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. *E*
- Direct application screening, examination planning and prepare or supervise the preparation of examination materials; supervise the selection and training of interviewers and/or interview panels members; schedule and maintain a master schedule of a high volume of ongoing recruitment and selection processes. *E*
- Provide technical personnel expertise to district and site administrators, managers, and supervisors regarding personnel matters. *E*
- Research and analyze occupational data, such as physical, mental and training requirements of jobs and employees to be utilized in the development of employment tests and selection methods including those such as written or performance tests; use prescribed validity models in the conduct of job studies to ensure validation and reliability of employment testing. *E*
- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost effective delivery of personnel services. *E*
- Conduct and assist in conducting classification and compensation studies; review employee questionnaire forms; recommend allocation of positions to classifications; write class specifications. *E*

- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. *E*
- Communicate with principals and site administrators regarding the staffing needs at their sites; certify qualified eligibles for employment consideration. *E*
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of certificated and classified employees, management, and the public. *E*
- Observe jobs and interview employees and supervisory personnel to determine job duties, responsibilities and requirements in order to determine the best test development and test validation approaches. *E*
- Participate in the development, design, or revision of Human Resource Services forms and personnel/payroll or related automated information systems. *E*
- Evaluate test results by item analysis and validity models and modify test content as required. *E*
- Develop and prepare procedures and manuals for Human Resource Services and assist in formulating and preparing personnel related materials for classified and certificated employees. *E*
- Keep current of changes and trends in human resource administration; attend conferences and workshops and make presentations at same. *E* Administer the computerized applicant tracking system; train subordinates on use of same; work with vendor on the development of a data base to obtain, store and retrieve testing and ethnic data; prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.; perform database operations internal software programming and updating of codes and data fields creating custom data entry screens, help screens, macros, form letters, etc. *E*
- Participate in processing appeals and protests of test results from applicants on written, oral, performance or other tests including conducting reviews and preparing recommendations to resolve a testing or certification problem. *E*
- Interpret rules and policies in response to inquiries and advise employees and management. *E*
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practices requirements. *E*
- Assist in the development, implementation and monitoring of personnel rules and policies in response to inquiries, advising employees and management as appropriate. *E*
- Research, analyze and evaluate, or design, new test processes, selection methods or test types in order to meet changing, developing or future testing needs of the District for skilled, talented and motivated classified workers, quality teachers and other certificated personnel. *E*
- Represent the District at career days and job fairs to promote employment opportunities. *E*

- Present recommendations to the Personnel Commission and respond to questions at Personnel Commission meetings and hearings; serve for Director in his/her absence. *E*
- Select, train, assign, and evaluate the performance of professional, paraprofessional and clerical staff. *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

A Senior Personnel Analyst has specialized subject matter expertise in specified areas of personnel administration of the HRS and/or Personnel Commission staff. Such expertise is applied to functional responsibilities in recruitment, examination, selection, classification and compensation. An incumbent performs complex and sensitive personnel assignments and has ongoing contact with administrators, professional staff, directors and professional staff of other agencies. A Senior Personnel Analyst recommends new or modified rules and strategies to accomplish the District's or Personnel Commission's work and justifies and defends decisions and issues in assigned areas of responsibility. An incumbent directs and supervises a staff of professional and clerical personnel.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices and techniques of public personnel administration, including recruitment, examination, position classification, salary administration, credentials and certification, and interviewing.

Job analysis and evaluation methodologies.

Test strategies and statistical applications used in test and item analysis and validation.

Personnel assessment techniques including test design, construction and administration.

Data processing software programs such as windows and Microsoft Word and applicant tracking systems such as SIGMA IV, Winocular, etc.

State and federal rules, acts, regulations and guidelines governing employment discrimination.

Report preparation and presentation methods and techniques.

School district organization and administration.

Organization, work flow management and personnel supervision.

Ability to:

Interpret and apply appropriate laws, codes, rules and regulations.

Organize, prepare and summarize data for Personnel Commission and Board agendas and meetings.

Plan, review, train and supervise the work of subordinate personnel.

Design and implement recruitment, examination and selection strategies and procedures.

Screen application materials for specific skills and certification requirements.

Conduct studies, analyze data and prepare clear, concise oral and written reports.

Operate a personal computer including keyboard and various software including an applicant tracking software system, such as Access, Excel and other database software.

Meet schedules and timelines.

Operate office equipment such as multi-line telephone, scantron and calculator.

Make presentations before groups.

Communicate with others with tact and sensitivity.

Establish and maintain effective working relationships with others.

Education and Training:

A Bachelor's degree with major course work in business, public administration, industrial/organizational psychology, education or a related field is required.

Experience:

At least four years of professional personnel experience, preferably in a public agency, involving technical analysis and administration of major personnel employment, classification and testing functions and writing relevant reports. At least one year of significant professional level selection and recruitment experience from job analysis through test development and administration, and one year of supervisory experience is required.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

WORKING ENVIRONMENT

Office environment; frequent interruptions; occasional visits to school sites and other agencies.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment, sitting and operating a personal computer for extended periods of time, seeing to read handwritten documents or to review and analyze test sheets or other records and reports and hearing and

speaking to exchange information in person or telephonically; agility sufficient to perform professional examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

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

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

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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