

PERSONNEL **ANALYST**

DEFINITION: Under supervision of the Personnel Officer, performs a wide variety of secretarial, technical, and professional work in support of a centralized personnel system, including recruitment and selection, classification, compensation, benefits administration, and employee relations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Analyst I: This is the entry level and first working level within the professional Personnel Analyst class series. Incumbent initially works under closer supervision while learning County policies and procedures and specific techniques and regulations related to the broad area of personnel.

Analyst II: This is the journey level of the series. Incumbents working at this level receive more limited supervision within a broad framework of policies and procedures and may be assigned to more complex tasks and work at a more independent level performing duties for which guidelines have been established.

Analyst ID: This is the advanced level of the series, fully competent to perform a wide variety of professional level duties with minimal supervision. While primary assignments may be concentrated in one or two of the specialist personnel areas, incumbents are expected to perform work in any of the defined areas as needs dictate.

ESSENTIAL JOB FUNCTIONS: Assists managers, employees and the public by answering inquiries concerning personnel transactions, policies, and records and availability and types of employment; interprets and administers merit system and personnel rules; interacts with department heads on recruitments, interviews, and selections, analyzing and interpreting test results and establishing eligibility lists; arranges pre-employment physicals and conducts orientations for new employees; interacts with department heads on personnel actions, including classification changes and career ladders, as well as disciplinary matters or employee grievances; processes all payroll changes, entering data into main frame computer system; prepares and distributes employee performance evaluation forms to department heads in a timely manner; independently prepares correspondence regarding personnel matters; assists with affirmative action activities and submits EEOC reports; administers benefits program for all county employees; administers OMV Employer Pull Notice Program; administers division budget; reviews/prepares items for the Board of Supervisors agenda; administers County Employee Service Award Program; working with the Risk Manager. implements

employee training programs as needed; supervises Personnel recordkeeping systems; responds to various survey requests from other governmental agencies; builds and maintains positive working

relationships with department heads, managers, other County employees, and the public using principles of good customer services; performs related duties as required;.

MINIMUM QUALIFICATIONS

Education/Experience:

Analyst I: Bachelor's degree from an accredited college or university with major course work in business or public administration, personnel administration, behavioral science, psychology, or a related field.

Analyst II: Bachelor's degree from an accredited college or university with major course work in business or public administration, personnel administration, behavioral science, psychology, or a related field; **PLUS** one year of recent experience working as a Personnel Analyst I or equivalent class in a governmental agency.

Analyst III: Bachelor's degree from an accredited college or university with major course work in business or public administration, personnel administration, behavioral science, psychology, or a related field; **PLUS** two years of recent experience working as a Personnel Analyst II or equivalent class in a governmental agency.

NOTE: Progressively responsible experience working with personnel issues within a governmental agency may be substituted for education on a year-for-year basis.

Knowledge of: Modern public personnel practices and procedures; methods of personnel document processing and transactions; recruitment and selection techniques and procedures; classification analysis and benefits administration procedures; applicable state and federal laws and regulations; basic affirmative action principles and practices; standard office practices and procedures, including word processing and data entry; fiscal administration, including budget preparation; County organization and functions; principles and procedures of filing and recordkeeping; English usage, spelling, grammar, and punctuation.

Ability to: Perform responsible and difficult secretarial, technical, and para-professional personnel work involving the use of independent judgment and personal initiative; interpret and apply with good judgment applicable rules, regulations, and policies; learn and apply federal, state, and local laws, codes, and regulations pertaining to the Personnel Department; answer inquiries concerning personnel matters; maintain confidentiality in personnel affairs; maintain and process personnel documents and transactions; communicate clearly and concisely, both orally and in writing; type at a speed sufficient for successful job performance; establish and maintain cooperative working relationships with those contacted in the course of work; work effectively with frequent interruptions and in the absence of supervision.

Special requirements: Must possess a valid California Driver's License issued by the State Department of Motor Vehicles.