



PERSONNEL ANALYST I

DEFINITION: Performs a variety of professional-level personnel duties in the areas of administration, employee relations, classification, compensation, recruitment and selection, equal employment, human resource strategies, and benefits administration; maintains the County personnel recordkeeping systems and other documentation programs; and participates as a positive and effective team member.

DISTINGUISHING CHARACTERISTICS: This is the entry-level class in the Personnel Analyst professional series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. While this class is typically used as a training class within the professional job series, employees are encouraged to possess either: 1) professional personnel related work experience; or 2) working knowledge of the County's personnel systems, procedures, and policies.

LEVEL OF RESPONSIBILITY AND SCOPE: Receives immediate to general supervision from the Deputy Director of Personnel or his/her designee within the scope of established policies, guidelines, and pertinent regulations. Employees in this job class may receive technical and/or functional supervision from higher level Personnel Analysts as designated.

EXAMPLES OF ESSENTIAL DUTIES: **Duties may include, but are not limited to, the following:** Participates as a positive and cooperative team member providing broad-based and professional personnel support and services to assigned departments to include classification, compensation, benefits management, recruitment, selection, and employee relations activities; Designs, coordinates, and implements recruitment programs, selection procedures, advertisement preparation, application screening, oral and performance testing; responds to candidates' questions relating to application process; Oversees and/or collects compensation and benefit data and prepares analyses and reports; provides classification, compensation, benefits, and related information to other agencies upon request; Oversees and/or conducts desk audits and/or job analyses to determine duties and responsibilities of positions; develops classification specifications; recommends allocation of existing classes or proposes the establishment of new classes; Ensures departmental compliance with personnel administration policies, practices, and procedures and confers with departmental representatives and staff on sensitive and/or volatile personnel issues, strategies, and courses of action;

Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, equal employment, classification, compensation, benefits administration, and other personnel practices and procedures; Prepares a variety of periodic and special reports; collects data, researches topics, and gathers information in the completion of studies and makes recommendations based on studies regarding personnel policies and procedures; Develops and implements training programs on a variety of personnel issues; Assists and participates in the preparation and administration of the Personnel Division's budget; prepares cost estimates for budget recommendations; develops and submits justifications for staff, supplies, and equipment; monitors and controls expenditures; Acts as a first-line resource regarding County's employment opportunities and application procedures; supports, coordinates, and enforces equal employment and affirmative action programs within assigned departments; may participate in the investigation of discrimination and harassment complaints; may participate in compliance enforcement activities for assigned departments under the direction and leadership of higher level staff members; Advises assigned departments regarding grievance and/or disciplinary actions; interpret policies, memoranda of understanding, laws, and guidelines as they relate to assigned personnel program areas; Builds and maintains positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service; Maintains awareness of and participation in external professional environment and resources to ensure the highest level of professional standards are applied to service delivery within the County's Personnel Division; Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: High school graduate or equivalent with at least two (2) years of progressively responsible and specialized work experience performing personnel or general administration work.

Knowledge of: Basic principles and practices of personnel administration and principles of organization and management; Personnel Division policies and procedures related to administration of personnel activities; standard and accepted principles and practices of public personnel administration such as recruitment/selection, classification, benefits administration, and equal employment/affirmative action; standard and accepted principles and practices of motivation, team building and conflict resolution; pertinent local, state, and federal laws and regulations; basic methods of statistical research and presentation; standard and accepted office procedures, methods, and computer equipment; basic computer software, including word processing, spreadsheet, and database applications; standard and accepted English usage, spelling, punctuation, and grammar.

Skill to: Learn, understand, and apply the principles and practices of personnel administration; On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; and explain County and Personnel Division policies and

procedures to the general public and County staff; Read, analyze, evaluate, and summarize written materials and statistical data; Learn the principles and practices of motivation, team building, and conflict resolution; Learn to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; Prepare technical written materials and apply statistical formulae; Interpret and apply pertinent local, state, and federal laws and regulations; Maintain confidentiality; Work with various cultural and ethnic groups in a tactful and effective manner; Obtain information through interview process; effectively complete multiple assignments; and deal tactfully and courteously with the public; Analyze situations quickly and objectively to determine proper course of action; Communicate clearly and concisely, both orally and in writing; Effectively interact with individuals from various socio-economic, cultural, behavioral, and environmental settings; Maintain records and prepare reports and correspondence pertaining to probationers or program activities; Assemble and analyze data and make mathematical calculations including addition, subtraction, multiplication, division, and routine statistical computations; Operate and utilize a variety of office equipment including computer hardware and software as assigned; Plan, organize, and schedule priorities for self in an effective and timely manner; Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others; Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Typical Physical Requirements: Sitting for extended periods of time daily; standing and walking short distances; intermittently twisting to reach equipment surrounding desk; walking, standing, bending, squatting, kneeling, or twisting while working at public counter, conducting field job audits, or carrying testing materials or retrieving/returning files from drawers; performing simple grasping and fine manipulation; using telephone, and writing or using a keyboard to communicate through written means or enter/retrieve data from computer; and lifting light weight. Good memory and recall is necessary for the accurate and timely transfer of data/information.

Typical Working Conditions: Most assigned work is normally performed in an office environment. Continuous contact with County staff, management, general public, individuals, and other outside organizations. Some travel may be required of designated positions.

Special requirements: Must possess a valid California Driver's License; must successfully complete a pre-employment background check.