

**TITLE:** PERSONNEL ANALYST I – IV

**DEFINITION:** Performs a wide variety of increasingly difficult and responsible duties in support of various aspects of personnel and human resources administration.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - This is the entry level. Under general supervision, the employee carries out a range of professional assignments while learning the methods and duties of the class.

Grade Level II - This is the journey level. Under general direction, the employee performs an expanding range of professional assignments in a developing capacity.

Grade Level III - This is the advanced level. Under general direction, the employee performs a full range of professional assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.

Grade Level IV - Within the Labor Relations Bureau or Personnel Operations Bureau of the Department of Human Resources and Civil Service Department, acts as a lead to subordinate personnel. At this level, employees are responsible for overseeing work assignments of other professionals or have regular assignments that require contributing significantly to the development of management strategies on labor relations or the development of difficult and complex Citywide human resources and Civil Service policies, procedures, and best practices.

**EXAMPLES OF DUTIES:**

- Interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, collective bargaining agreements, Equal Employment Opportunity plan, and relevant sections of the Administrative Rules and Regulations, City charter, municipal code, Myers-Milias Brown Act (MMBA), and Public Employment Relations Board (PERB) rulings;

- Develops and implements new or revised programs, systems, procedures, and methods of operation;
- Prepares and presents written and oral reports relating to various aspects of personnel administration and labor relations;
- Develops, compiles, and analyzes statistical data and surveys;
- Conducts various personnel and disciplinary investigations;
- Develops recommendations for resolution of inquiries and complaints to both the internal organization and external agencies;
- Researches, compiles, and evaluates job analysis information and test validation data;
- Develops employment selection examinations, performs analysis for validation studies, and modifies tests based on analysis;
- Coordinates, schedules and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series;
- Develops classification specifications and conducts special studies, audits, projects, and makes recommendations;
- Develops and coordinates outreach recruitment resources and activities;
- Develops, coordinates, and conducts training and development programs;
- May provide professional and technical support to City-wide management and supervisory personnel regarding employment, disciplinary and performance issues, and grievance policies and procedures and make recommendations regarding personnel related issues;
- May provide professional and technical assistance to City-wide management and supervisory personnel as it relates to interpretation, compliance, and implementation of state and federal employment laws;
- May assist in formulating and implementing bargaining strategies and techniques;
- May conduct research in preparation for negotiations, fact-finding or grievance arbitration;
- May assist in negotiations of wages, hours, and other terms and conditions of employment;
- May assist active employees with the interpretation and application of CalPERS rules and regulations;
- May serve as the liaison between the City and CalPERS regarding retirement training, counseling, and post-retirement follow-up;
- May coordinate automation projects, write specifications, work plans, and time estimates;
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of applicable federal, state, and local laws, regulations, and ordinances;
- Knowledge of principles and terminology of employment selection, position classification, and salary administration;

- Knowledge of job analysis methodology;
- Knowledge of principles and practices of effective customer service techniques;
- Ability to operate a personal computer and business software;
- Ability to understand and interpret policies and procedures and explain them to others;
- Ability to collect, evaluate, and interpret data and make sound recommendation on complex issues;
- Ability to write clear, concise reports, and other materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to use critical judgement in the evaluation of data and the development of plans, tests, reports, and other materials;
- Ability to establish and maintain working relationships with those encountered in the course of work, including various levels of professional, managerial, administrative, and technical personnel.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a closely related field;
- Two years of recent professional personnel or administrative experience which required that applicant obtain a general knowledge of all or most of the following areas: benefits, recruitment, test development and validation, classification, salary administration, ADA, equal employment opportunity, employee training and development, labor relations, and general personnel administration;
- Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis;
- A Master's Degree in Public Administration, Business Administration, Organizational Development, Industrial Relations, or a closely related field may be substituted for one year of the required experience.
- A valid California Driver license may be required.

**DESIRABLE QUALIFICATION:**

- PHR, IPMA-CP, or SHRM-CP certification is desirable.

**HISTORY:**

Established: 01/15/1985  
Revised: 03/04/2015  
Grade level IV added on 07/XX/2019  
Approval/Adoption Date: 07/XX/2019