



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b>PERSONNEL ANALYST</b>			
<b>DEPARTMENT/SITE:</b>	Personnel Services/Personnel Commission	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	38 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director - Classified Personnel or assigned supervisor	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Perform a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification, and compensation of classified personnel; conduct job analysis and compensation studies; serve as a technical resource to District personnel, applicants, and the public regarding personnel functions; provide administrative support to the Director. The incumbents in this classification assist in supporting students by analyzing personnel data to ensure that staffing levels, qualifications, and placements align with educational needs and goals, which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification, and compensation of classified personnel; resolve personnel-related issues and concerns in an appropriate and timely manner.

Serve as a technical resource to District personnel, applicants, and the public regarding personnel functions; respond to inquiries and provide technical information concerning employment processes, policies, procedures, and Merit System Rules and Regulations.

Provide administrative support to the Director; respond to inquiries and provide assistance to staff, and the public; schedule appointments; answer telephone calls and provide information and assistance to callers, visitors, staff, and the public; schedule meetings, appointments, conferences, and travel.

Plan, develop, and schedule recruitment strategies, processes, and activities in response to position vacancies; work with administrators to establish timelines and develop testing activities; prepare and distribute job bulletins and place advertisements in various media.

Receive, screen, and evaluate applications for minimum qualifications and determine eligibility; verify employment, work experience, reference, and background information as needed; prepare and distribute acceptance and rejection notifications to applicants as appropriate.

Review, construct, and/or revise examinations including written, oral, and performance tests; schedule and proctor written examinations; schedule, brief, and monitor interview panels; notify candidates of test

dates and interviews; score and notify candidates of examination results and selection decisions; prepare and administer eligibility lists; monitor the certification process.

Make employment offers and answer questions related to positions, salaries, and other information; schedule and arrange pre-employment requirements including fingerprints and physicals; establish start dates; initiate, process, and follow up on personnel requisitions.

Prepare and maintain a variety of records, reports, correspondence, and files related to classified personnel, applicant tracking; evaluations, transfers, recruitments, and assigned duties.

Assist the Director-Classified Personnel in maintaining and updating staffing and seniority lists; audit records for accuracy and completeness; update or make changes as needed.

Monitor evaluation process and related procedures for classified personnel; process employee evaluations and related documents; notify administrators of and follow up on classified evaluations.

Prepare, assemble, and distribute agenda packets for monthly Personnel Commission meetings; attend meetings and record proceedings in a prescribed manner; prepare and distribute minutes; maintain account of Personnel Commission activities and prepare annual report.

Conduct classification and job analysis studies by meeting with managers and employees; review position descriptions and audit positions; recommend classification actions; coordinate classification appeals; prepare duties, knowledge, skill, and ability statements; write classification specifications.

Collect salary information and compare job descriptions from benchmark school districts for the purpose of gathering and analyzing salary placement recommendations and ensuring internal equity of positions.

Operate a variety of standard office equipment including computers and assigned software.

Attend and participate in various meetings, workshops, and conferences.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Human resources office functions, practices, and procedures.

Practices and procedures related to classified personnel.

Principles, techniques, procedures, and terminology involved in the recruitment, screening, selection, classification, and processing of new personnel.

Techniques and tools used in the development and administration of position classification, job analysis, and salary surveys.

Applicable laws, codes, rules, regulations, policies, and procedures including Merit System rules.

Operations, policies, and objectives relating to human resources activities.

Common occupations and their requirements.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Organizational operations, policies, and objectives.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer and assigned software.  
Technical aspects of field of specialty.

**ABILITY TO:**

Perform a variety of specialized duties in the recruitment, screening, selection, classification, and processing of new personnel.  
Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities, and requirements.  
Establish and maintain manual and automated employee records and files.  
Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.  
Compile and verify data and prepare reports.  
Prepare announcements for job openings and place advertisements.  
Distribute, screen, and process employment applications and other personnel-related documents.  
Process new personnel and conduct employee orientations as assigned.  
Resolve personnel-related issues and concerns with discretion and confidentiality.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate standard office equipment including a computer and assigned software.  
Work independently with little direction.  
Meet schedules and timelines.  
Type or input at an acceptable rate of speed.  
Complete work with many interruptions.  
Perform mathematical computations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school or equivalent supplemented by college-level course work in human resources or related field and three years of human resources experience involving recruitment and/or classification functions preferably in a public personnel office. Bachelor's degree in personnel administration, public administration, business administration, psychology, or a closely related field desirable. Experience working in a Merit System or civil service agency preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and ability to qualify and maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Frequent interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Seeing to read and prepare a variety of materials, view a computer monitor for extended periods of time, and perform assigned activities.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting and/or standing for extended periods of time.  
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.

Bending at the waist, kneeling, or crouching to file, shelve, and/or retrieve materials.  
Occasionally lift and/or move up to 20 pounds.

**HAZARDS:**

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Classified Employees' Salary Schedule – Range 38

Approved: 09/07; 06/11 Ewing); 02/14 Retitled

PC 01/21; GB 02/21 Retitled & Reallocated

Revised: 11/24 (EH&A / MGT Consulting) / GB 11/12/24; PC 10/24/24