

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: PERSONNEL ANALYST**

**BASIC FUNCTION:**

Under the direction of Director- Classified Personnel, 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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 time lines 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 rejections 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 maintain and update 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 recommendation and ensuring internal equity of positions.

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

Attend and participate in various meetings, workshops and conferences.

**OTHER DUTIES:**

Perform related duties as assigned.

**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 time lines.

Type or input at an acceptable rate of speed.

Complete work with many interruptions.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or related field and three years 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.

Ability to qualify and maintain qualification for District vehicle insurance coverage.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

Constant interruptions.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.