

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Personnel Analyst**

#### **DEFINITION**

Under general supervision, performs complex and specialized duties related to the development, implementation and administration of personnel functions for the Sacramento County Office of Education.

#### **DIRECTLY RESPONSIBLE TO**

Coordinator, Personnel Operations

#### **SUPERVISION OVER**

The personnel analyst may provide technical direction, assign tasks and assist in reviewing the work of other personnel department staff as needed.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Classification and Selection**

Conducts job analyses and assists in maintaining the classification plan; develops job descriptions and recommends positions to job classes; reviews classifications on a scheduled basis; develops a variety of forms and reports related to collection of data for job analyses; assists in reviewing employment tests related to new and revised job classifications; researches labor market for salary surveys, minimum qualification standards and benchmark classifications; prepares statistical reports related to classification processes; conducts test validity studies; administers employment tests as necessary; assists in scheduling and conducting phases of the employment selection process with other personnel staff.

#### **Personnel Administration**

Interprets and applies county office's employment policies and procedures for all certificated, classified and management employees, applicants and outside agencies; prepares and maintains seniority records for various job classifications; develops procedures and forms to facilitate implementation of personnel policies; prepares highly technical documents, statistical reports and other written materials related to personnel functions; completes a variety of tasks related to employment processes including letters, forms, bulletins and reports; assists and conducts panel interviews and oral examinations; maintains effective communications with individuals, employee bargaining units, groups and associations within and outside the county office; attends conferences, workshops and meetings as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education, Training and Experience**

Any combination of education, training and experience equivalent to a Bachelor's degree from an approved institution, preferably with specialization in public administration, personnel administration, business administration, or a related field. Experience in a personnel department in a school or government agency highly desirable.

##### **Knowledge, Skills and Abilities**

Knowledge of principles and practices of modern personnel administration including professional expertise in the classification, testing and selection functions; skill in performing detailed analysis and making related recommendations; knowledge of the laws, rules and regulations of public personnel including test validation and labor relations; skill to interpret policies, administrative regulations, employee/employer contracts, state and federal employment laws and accurately explain to others; record keeping skills to establish and maintain file systems; coordination skills to effectively coordinate a variety of simultaneous functions and activities within the personnel department; research skills to identify and collect appropriate data; ability to operate a variety of office related equipment including computers; human relations skills to establish and maintain cooperative relationships with those contacted in the course of work assignments.

Approved by the Personnel Commission December 1997