

SENIOR PERSONNEL ANALYST (UC)DEFINITION

Under general direction, performs responsible professional staff work in the field of personnel administration, including recruitment and selection, classification, compensation, benefits, organizational development, labor relations, and other employee related programs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Acts as key Personnel Services liaison to assigned departments and may supervise a team coordinating with these departments. Employees may be required to rotate among assignments. Plans, designs, and develops recruitment and selection materials and supervises examinations for City positions. Analyzes the results of written, oral, performance and related employee selection examinations. Develops and revises class specifications. Researches rules, regulations, laws, and policies in order to make recommendations on personnel matters. Assists in the administration of labor agreements by investigating complaints and grievances, explaining contract provisions, and responding to inquiries from departmental managers. May assist department heads or the Assistant City Manager in drafting grievance responses or Skelly letters. Conducts studies and surveys of compensation, working conditions, and related conditions of employment, analyzes results, and prepares comprehensive written reports. Conducts job analysis/studies and prepares recommendations regarding classification of positions. Supervises technical and support staff personnel. Assists in the preparation of the budget, and related materials. Conducts productivity studies. Administers special programs such as SCAQMD Rule 2202 Trip Reduction Plan, and Family Medical Leave program. Maintains Benefits portions of City-wide payroll system and coordinates Citywide benefits processing into payroll system. Provides support for labor negotiations. Performs related duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey-level, lead or supervisory class in the Personnel Analyst series. An employee in this class is assigned a wide variety of administrative projects requiring independent judgment and initiative. Although guidance is available through consultation with the Division Manager, incumbents are held directly responsible for the technical adequacy, prioritization and time management of their work. This class is distinguished from the Personnel Analyst by the difficulty, scope, complexity, and autonomy of the work performed and authority to effectively recommend resolutions to technical issues.

### RECOMMENDED MINIMUM QUALIFICATIONS

Three years of professional experience in recruitment and selection techniques, classification and compensation studies, benefits, or general personnel administration. Education equivalent to graduation from a four-year college with a Bachelor's Degree in Personnel Administration, Industrial Relations, Psychology, Business or Public Administration, or a related field may be used in conjunction with experience to meet the necessary qualifications, or any equivalent combination of experience and training which provides the following knowledge, skills and abilities.

Knowledge of: Equal Employment Opportunity law and Affirmative Action; Uniform Guidelines on Employee Selection; statistical principles and research methodology; content and criterion validity techniques; principles of position classification, methods of job evaluation; principles and practices of supervision, public administration and organizational development; salary and benefit administration; public sector labor relations practices and procedures.

Ability to: Analyze and evaluate data; prepare comprehensive reports; express ideas clearly and concisely both orally and in writing; establish and maintain effective working relationships with employees, department managers and the general public; exercise independent judgement in providing assistance to departments.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well organized and enjoy diverse tasks with deadlines and varying levels of priorities. These highly skilled analysts convey their research and findings effectively both orally and in writing. They are responsive to the needs of customers while balancing those needs with the Civil Service Code, labor agreements, and accepted personnel practices.

Previous class title: Human Resources Analyst II  
Title change per Council Resolution No. 89-070,  
effective 7-1-89  
Class specification revised and approved 7-95  
Revised: 4/02

ADA approved: 07/02