PERSONNEL ANALYST

DEFINITION

Under general supervision, performs a wide variety of complex para-professional personnel functions involving the processing of personnel reports, records, documents and forms in the administration of the City's personnel programs; performs responsible public contact duties; performs related duties as required.

EXAMPLES OF DUTIES

Provides various Personnel office services following established policies and procedure guidelines; answers general public and employee questions regarding recruitment, employment, employee benefits and personnel office operating methods, policies and procedures; maintains personnel records for all City employees; processes reports, records and forms required in the administration of the City's personnel programs, advertising, retirement, health and other insurance programs; ensures that employees are properly credited for benefits and assists them in resolving related payroll discrepancies; processes employee applications and changes to insurance programs and enrolls employees in the Public Employees Retirement System: conducts orientation of new employees including insurance counseling: conducts exit interviews; tracks and prepares performance evaluation reports and distributes to all departments; provides support to the Civil Service Commission, composes correspondence independently with minimum direction; administers computerized drug testing program, arranges and schedules interviews, meetings and appointments for the Director of Personnel/Risk Management; handles confidential materials and files; conducts research, salary and compensation surveys; and makes recommendations toward problem resolution; prepares special reports, keeps supervisor informed on all matters requiring his/her attention; prepares and processes invoices for payment utilizing a financial software program; reconciles complex insurance billing and invoices; responds to routine matters independently; may be required to coordinate work of clerical staff.

PERSONNEL ANALYST

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of public personnel administration.
- Applicable City, State, and Federal laws, rules, and regulations affecting public agency personnel and labor relations procedures.
- Computer applications, word processing, basic spreadsheet.
- Mathematical computations including basic statistics.
- Employee insurance and benefit programs and PERS retirement process.
- Research methods and procedures.
- Principles and procedures of record keeping.

and

Ability to:

- Perform responsible and difficult technical personnel work and assignments.
- Respond to requests and inquiries for information regarding personnel policies and procedures.
- Work with a variety of computer programs, skillfully use computer and software applications and other standard officer equipment.
- Maintain confidentiality and employee privacy in personnel matters.
- Prepare a variety of reports, surveys and presentations.
- Interpret, explain, apply, and enforce a variety of laws, rules, regulations, policies, practices, benefits and memoranda of understanding to City staff and the public.
- Effectively represent the personnel and employee relations functions of the Department with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PERSONNEL ANALYST

EMPLOYMENT STANDARDS (cont.)

Education And/Or Experience: Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance is qualifying. College coursework from an accredited college or university in personnel or human resources management, public or business administration, industrial relations or a closely related field is desirable.

Work Background: Five years of progressively responsible and varied experience in public personnel or closely related field.

October 2000 (Res. #00-125) July 2007 (Res. #07-57)