**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Personnel Analyst</th>
<th>REPORTS TO:</th>
<th>Assigned Supervisor</th>
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<tr>
<td>DEPARTMENT:</td>
<td>Human Resource Services</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>SALARY GRADE:</td>
<td>058 OTBS</td>
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<td>REVISED:</td>
<td>May 28, 2019</td>
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**BASIC FUNCTION:**
Independently perform highly responsible journey-level human resource administration duties in the areas of recruitment, examination, selection, in-service training, counseling, and related staff services.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Perform journey-level human resource administration duties pertaining to the recruitment, examination, and selection of employees. **E**

Establish schedules for and administer standard and special examinations and coordinate assigned recruitment and examination activities. **E**

Devise and develop methods of testing for job related knowledge, skills, and abilities; confer with department heads and technical experts about the selection, development, preparation, and evaluation of material for examinations. **E**

Obtain, develop, analyze, edit, and organize examination materials; perform research to determine reliability and validity of tests; and make or recommend appropriate revisions. **E**

Recruit special interview boards and conduct appraisal interviews of applicants for standard or specialized district positions; select, schedule, and brief interview panels, instruct panel members in procedures and standards to be applied, and give general guidance in order to achieve reliability, fair competition, and standards of eligibility. **E**

Evaluate recruitment and employment information and prepare reports and analyses. **E**

Prepare or revise examination announcements and other recruitment publicity; participate in job fairs. **E**

Counsel applicants and employees. **E**

Analyze and respond to complaints regarding examination and selection procedures. **E**

Provide in-service training related to human resource services. **E**
Participate in the preparation and revision of official position descriptions. E

Review District recruitment, selection, and employment policies, practices, methods, and procedures to ensure compliance with equal employment opportunities. E

Analyze and interpret complex rules, regulations, policies, laws, collective bargaining contract language, reports, and publications relative to personnel administration. E

Confer with management and information technology staff on computerized system plans and specifications. E

Assist in police record investigation and evaluation of applicants and employees. E

Coordinate special program appraisal and selection interviews. E

Prepare technical, operational, and activity reports as assigned; coordinate and conduct human resource or other research projects. E

May lead the work of clerical staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in human resources or public or business administration or graduate courses in these or other directly related field and three years of recent, progressively responsible, diversified, human resources experience; one year of which must have been performing professional-level duties related to recruitment, examination, and selection of staff in a public agency or large private firm.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).
Possession of SHRM PHR, SPHR or IPMA certification is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices, and procedures of public human resources administration, including methods and techniques used in recruitment, examination, selection, and training.
A wide variety of occupations.
Basic mathematics, including statistical applications.
Principles and techniques used in employment testing.
Techniques of counseling and guidance.
District personnel rules and regulations, policies and labor contract provisions.
Computer systems, software, and hardware in the management of human resources.

ABILITY TO:
Interpret, explain and apply complex personnel administration policies, procedures, rules and regulations.
Communicate effectively orally and in writing.
Apply business and statistical research and reporting techniques.
Apply classification principles and techniques in a wide variety of occupational fields.
Write comprehensive, understandable, and legally appropriate reports and correspondence.
Gather and analyze data.
Use research techniques to develop test materials and examination techniques.
Work effectively independently and as part of a team with minimum supervision.
Participate effectively in conferences and interviews with the public and all levels of staff.
Establish and maintain effective working relationships with all levels of staff and the public.
Operate a computer, using standard and related software applications.
Learn specialized computer applications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor; office setting.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to read and prepare documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**DISTINGUISHING CHARACTERISTICS:**
A Personnel Analyst performs a variety of complex journey-level personnel work related to recruitment, examination, selection, and related staff services.

A Human Resources Analyst performs a variety of complex journey-level personnel work related to classification, compensation, and investigations. An incumbent in this position provides specialized services related to District negotiations.

A Human Resources Specialist performs specialized technical duties of a major segment or function of Human Resources Administration such as recruitment, examination, and selection activities and employee long term leave.

Revised 5.28.19 –RL
Revised 3.26.04—PeopleSoft
Job Code 7063
BD