

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Personnel Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
REVISED:	March 27, 2003		

BASIC FUNCTION:

Independently perform highly responsible professional human resource administration duties in the areas of recruitment, examination, selection, inservice 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 professional 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**

Construct or revise written and performance tests; 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 and brief interviewing panel members. **E**

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

Prepare or revise examination announcements and other recruitment publicity. **E**

Counsel applicants and employees. **E**

Provide inservice training related to human resource services. **E**

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

Coordinate special program appraisal and selection interviews. **E**

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

May direct the work of the 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. Direct experience performing professional-level duties related to recruitment, examination, and selection of staff in a public agency or large private firm is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public human resource policies, practices, and procedures including recruitment, examination, and selection.

A wide variety of occupations.

Basic mathematics, including commonly used statistical applications.

ABILITY TO:

Operate a microcomputer using standard software.

Communicate effectively orally and in writing.

Apply business and statistical research and reporting techniques.

Gather and analyze data.

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.

WORKING CONDITIONS:

ENVIRONMENT:

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.

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Job Code 7063

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