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**TEMPLE CITY  
CLASS SPECIFICATIONS**

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**PERSONNEL ANALYST**

**DEFINITION**

Under general direction, performs professional personnel work in the areas of recruitment and selection, position classification, compensation, employee development, labor relations, training, and performs related duties as required.

**EXAMPLES OF DUTIES**

Performs job analysis; conducts audits and writes class specifications; performs salary reviews and compensation surveys; develops salary and benefits data; analyzes new and revised programs and develops staffing and financial proposals to support such programs; confers with departmental and other officials; coordinates recruitment and testing services; prepares and validates examinations; monitors recruitment and testing procedures for equal employment opportunity compliance; analyzes employment statistics for compliance with affirmative action goals; prepares statistical reports, Council agenda items, and comprehensive studies; develops forms and procedural manuals; drafts correspondence; provides information to and consults with the public; attends meetings and training sessions; interprets personnel rules and memoranda of understanding; contract service agreements with outside agencies; may investigate accidents and inspect facilities, equipment, and buildings; develops and implements record keeping procedures; compiles and evaluates data; develops and coordinates employee development programs; informs management and employees of available training; analyzes training needs and makes appropriate recommendations; conducts training meetings; and maintains effective liaison with departments and other agencies.

**DESIRABLE QUALIFICATIONS**

Knowledge of: principles and practices relating to position classification and pay; job-content analysis and the establishment of employment standards.

Screening and selection practices, including application formats, test construction and interviewing techniques.

Methodology for determining the reliability and validity of applications, tests and interviewing techniques.

Principles of management and methods required to identify and analyze organizational training needs.

Federal, State and local legislation pertaining to equal employment opportunity programs and practices, affirmative action, and other related programs involving personnel functions.

Functional responsibilities of a public sector personnel department and the principles and practices of personnel administration.

Basic principles of administrative analysis and dynamics of staff-line personnel relationships.

Principles and practices of public agency labor relations including negotiating, structuring language and handling grievances.

Knowledge of training, safety and workers compensation laws, principles and practices.

Ability to: devise appropriate and effective written, oral and performance examinations.

Prepare a concise and meaningful class specifications, salary analysis and recommendations.

Communicate effectively both verbally and in writing including summarizing facts and opinions concisely and accurately.

Interpret and effectively apply personnel laws, rules, regulations and standard procedures; explain personnel procedures, adjudicate complaints and interpret memoranda of understanding.

Negotiate and solve individual employee problems.

Identify problem areas, collect and analyze data, draw valid conclusions from

available information, and project consequences of decisions and recommendations.

Interact successfully with persons of diverse social, ethnic and occupational backgrounds, including City personnel at all organizational levels.

Secure the confidence and cooperation of persons contacted in the course of work.

Education and Experience: Graduation from an accredited college or university with a degree in public administration, business administration or related field and two years of full-time paid professional experience in recruitment and testing, classification and compensation, and affirmative action, or employee relations, safety and training. A Master's degree may be substituted for one year of experience.

Public agency experience is highly desirable.

### **OTHER QUALIFICATIONS**

Possession of a valid Class C Motor Vehicle Operator's license from the State of California.

Ability to operate a computer, calculator and telephone.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to get from one location to another in the course of conducting business.

Ability to sit for up to two hours at a time.

Ability to prepare detailed narrative reports, perform mathematical calculations and sort/file documents.

Ability to make oral presentations.

Ability to see.