

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****(06-26-03)****PERSONNEL ANALYST, 1731**

**Summary of Duties:** Performs professional staff work by assembling, analyzing, and interpreting data and by preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems; may supervise or act as lead worker to staff involved in personnel management activities; and does related work.

**Distinguishing Features:** As a journey-level personnel professional, a Personnel Analyst exercises a degree of independent judgment in defined standards and policies, and prepares comprehensive reports to management on assigned tasks. Incumbents may assume full or lead supervisory responsibility for the work of nonprofessional subordinate staff members. Supervision received consists primarily of a review of the results of an employee's work, rather than a detailed check of work in progress, but work is usually reviewed by a supervisor who maintains overall responsibility for the assignment. Incumbents may be appointed to positions that perform the relatively more difficult assignments and may assume full or lead supervisory responsibility for the work of other staff members, including other Personnel Analysts engaged in such assignments.

An employee in this class is distinguished from a Senior Personnel Analyst by the relative difficulty, sensitivity, or complexity of assignments personally performed, and by the fact that there are generally fewer guidelines or precedents on which to base the work assigned at the Senior level.

**Examples of Duties:** A Personnel Analyst:

- Advises departments and employees regarding Civil Service status, position classification, Rules of the Board of Civil Service Commissioners, City Charter and Administrative Code provisions, training opportunities, Memoranda of Understanding interpretation, service ratings, job opportunities, and employee rights;
- Meets with members of City management, employees and their representatives, and with community organizations to discuss and resolve a variety of personnel problems;
- Investigates and recommends solutions for a variety of personnel and related administrative matters including discipline, grievances and other employee relations matters, employee safety, and workers' compensation issues;
- Conducts position and classification audits and reviews position descriptions to analyze duties and responsibilities and recommends the proper allocation of positions;
- Conducts job analyses and validation studies to determine appropriate selection methods;
- Reviews and makes recommendations on a variety of personnel requests such as emergency appointments or requests for restoration following resignation from City service or probationary termination;
- Prepares selection strategies and responds to appeals regarding selection processes;
- Assembles, instructs, and may serve on interview boards for examinations and certification appointment processes;

- Develops, conducts, and evaluates training programs;
- Advises departments on the development and implementation of equal employment opportunity programs, and reviews personnel programs, policies, and procedures for their equal employment opportunity impact;
- Conducts counseling, and entrance and exit interviews;
- Plans and implements recruitment programs for a wide variety of positions and to meet needs, including equal employment opportunity;
- Reviews, analyzes and recommends positions on proposed legislation;
- Administers employee benefits such as deferred compensation, medical, dental, sick leave monitoring, and City Rideshare Program components;
- Prepares budget and personnel requests;
- Meets with representatives of the City Attorney to discuss and resolve the legal implications of personnel rules, procedures, policies, and transactions;
- Assists in conducting investigations and hearings and recommends actions on employee grievances and disciplinary matters;
- May appear before the City Council and its Committees, Board of Civil Service Commissioners, Employee Relations Board, other governmental or community bodies, and employment compliance agencies to present or defend staff recommendations or actions on a variety of personnel-related issues;
- May act as a departmental EEO, ADA, Sexual Harassment, and/or Sexual Orientation Discrimination Coordinator.
- May perform the relatively more difficult, sensitive, or complex assignments associated with the types of activities described above in support of City personnel management programs;
- May supervise or act as lead worker to other Personnel Analysts and/or other subordinate personnel.

Incumbents may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:**

**Knowledges of:**

- Major principles, practices, methods, and techniques of public administration with emphasis on personnel administration, organization, and management;
- Applicable provisions of the City Charter and Administrative Code, Rules of the Board of Civil Service Commissioners, Personnel Department Policies, and Personnel Procedures Manual;
- Personnel-related powers, responsibilities and interrelationships of the Mayor, Council, Civil Service Commission, Employee Relations Board, City Administrative Office, Personnel Department, and operating departments;
- City's Classification Plan, positions and classes;
- Laws, regulations, and policies related to equal employment opportunity;
- Interviewing and counseling techniques;
- City's Employee Relations Ordinance and labor relations policies and procedures;
- Federal, State, and local laws, regulations, rules, policies, and procedures related to the City's employee benefit programs;
- Data processing and computer-based systems capabilities as they relate to personnel functions; and
- Basic statistical concepts.

**The Ability to:**

- Analyze and evaluate tangible and intangible data soundly and impersonally;
- Prepare narrative reports and recommendations clearly, concisely, logically and convincingly;
- Effectively communicate orally to gather information, explain policies or procedures, and to persuade others to accept or adopt recommendations;
- Identify significant personnel issues and to formulate reasonable conclusions and effective solutions;
- Efficiently obtain, manipulate, and interpret information stored in mainframe and personal computers;
- Prepare and interpret statistical computations, charts and graphs;
- Use files and other reference materials for research;
- Deal tactfully and effectively with department management, supervisors, other employees, subordinates, and individuals from outside City service;
- Prepare and present effective oral presentations to individuals and groups; and
- Conduct investigations, determine methodologies, and obtain basic data necessary to evaluate solutions to complex problems and issues with multiple variables.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements of the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:**

1. One year of full-time paid experience in a class at the level of Management Assistant performing professional duties in personnel administration, administrative analysis, or departmental administration; **or**
2. Two years of full-time paid experience as a Management Aide performing personnel administration, administrative analysis, or departmental administration. A Bachelor's degree from a recognized four-year college or university may substitute for one year of the required full-time experience as a Management Aide; **or**
3. One year of full-time paid experience with the City of Los Angeles as a Chief Clerk or in a clerical class at that level.

**License:**

A valid California driver's license may be required for some positions in this class.

**As provided in Civil Service Commission Rule 2.5 and 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any positions shall be.**