

PERSONNEL RESEARCH ANALYST, 1739

Summary of Duties : Performs difficult and responsible research work involving application of the principles and techniques of psychological testing to personnel selection and to employment test validation; and does related work.

Distinguishing Features : A Personnel Research Analyst is primarily responsible for specific, technical research in the broad area of personnel selection activities. An employee of this class must apply knowledge of statistics, research, and the behavioral sciences to the analysis of current, new and modified selection instruments and procedures. The work is assigned in broad terms and is reviewed for results attained. The class of Personnel Research Analyst is distinguished from Personnel Analyst and Senior Personnel Analyst in that the latter involves work of a broader, less statistically oriented nature within the personnel function.

Examples of Duties : Performs difficult technical work in validation and personnel selection research while conducting validation studies using content, construct and criterion strategies; performs job analyses, develops job performance criteria, and collects job performance data; develops and arranges for the administration of experimental tests; performs statistical analyses on the results of the test; analyzes tests and test questions for validity, reliability and test fairness; recommends new and modified selection instruments and procedures; writes statistical and narrative reports concerning the analysis of data in validation studies; analyzes and reports on the impact of new laws, court cases, Federal and State guidelines and other regulations on City employment processes; develops test validation and other research designs; may act as a team leader on test validation studies and perform the more difficult research work connected with those studies; prepares statistical and narrative reports on a variety of personnel management issues involving one integration of research review and analysis; serves as an advisor to management and staff on fair employment legislation, court decisions, regulations, statistical and psychological concepts; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A knowledge of the principles, concepts and terminology of the behavioral sciences; a knowledge of problems, techniques, methods and procedures of planning and conducting research; a knowledge of statistical methods and terminology; a knowledge of Civil Service Commission Rules, regulations and policies affecting the personnel activity; the ability to develop techniques for processing a variety of detailed data; the ability to formulate and express ideas clearly in writing and in oral presentation; the ability to work independently and think creatively on research

problems; the ability to identify new applications and areas of research; and the ability to work effectively with City personnel, other agencies, and the public.

A bachelor's or higher degree in Psychology, Industrial/Organizational Psychology or Educational Psychology, including credits for course work in each of the following: advanced statistics (beyond the introductory course) applicable in research on psychological tests, design and methodology of research studies involving assessment of characteristics of people, and two years of professional experience in research applying the principles and techniques of psychological testing to personnel selection and to employment test validation.

A master's degree in Psychology, Industrial/Organizational Psychology, or Educational Psychology which included the completion of a thesis involving experimental or correlational research including the formulation of hypothesis, collection of data, statistical analysis of data and writing of a formal research report may be substituted for up to one year of the experience requirement.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform lifting up to five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

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