

PERSONNEL RESEARCH ANALYST (1739)
TASK LIST

JOB ANALYSIS

- 1 Analyzes job classification information such as demographics, number of incumbents by department, and reporting structure obtained through the City's payroll system (PAYSR), the Position Summary webpage, City department representatives and other City sources to identify and determine the number of job experts necessary to participate in validation studies, test development, and to document such information in the job analysis or examination material.
- 2 Conducts job observations by meeting with job experts at worksites, asks questions, documents tasks, and takes pictures to ensure a clear understanding of the job.
- 3 Schedules job experts through e-mail or phone to participate in the test development and/or job analysis meetings.
- 4 Leads job analysis meeting by providing job experts with oral instructions and going over written instructions on forms pertaining to the process in order to identify and link the specific tasks competencies, and physical and mental activities of the job being analyzed.
- 5 Works with job experts to create task statements describing the specific duties performed by job incumbents and also identifies the specific competencies necessary for the job in order to finalize a task list, competency model, link tasks with competencies, and complete a physical and mental activity necessary to complete the job analysis.
- 6 Writes or revises tasks and competencies using computer software (i.e. Microsoft Word and Google Documents) based on information obtained from job experts and job classification documentation.
- 7 Completes job analysis documentation using computer software (i.e. Microsoft Word) in order to finalize the list of tasks, competencies, linkages, and physical and mental activities.

TEST DEVELOPMENT

- 8 Writes test items electronically or by handby using job analysis information and working with job experts, analyzing statistical information, and/or by referencing information to be used for various examination components including multiple-choice tests, Training and Experience Questionnaires (T&Es), interviews, and written tests.
- 9 Instructs interview raters prior to the administration of interviews by conducting briefings to establish guidelines and procedure for properly conducting interviews including the types of questions that can be asked, documenting job related information, and keeping the length of interviews consistent.
- 10 Monitors the proctoring of various tests such as performance tests by providing instructions to and answering questions from proctors, and raters, and answering questions from candidates in order to ensure the testing process is properly followed.
- 11 Creates and revises rating sheets, test booklets, and briefing instructions using computer software (i.e. Microsoft Office) to be used for various types of tests (i.e. written tests, interviews, performance tests, etc...) in order to properly evaluate candidates and document performance.

- 12 Monitors the administration of Civil Service interviews, performance tests, or other administered tests by reviewing rating worksheet material, length of administration, and discussing any potential issues with the raters, candidates, and proctors.
- 13 Writes technical reports using computer software (i.e. Microsoft Office) detailing the test results of a multiple-choice test by indicating the level of difficulty of items, percentage of correct responses, reliability data, and correlation information in order to identify item performance and determine items that should be eliminated, edited, or kept.

RESEARCH

- 14 Inputs or uploads research information into statistical analysis software such as Excel, SPSS, and SAS in order to analyze and confirm accuracy of data.
- 15 Gathers, reads, and summarizes research studies in order to provide recommendations and/or formulate a hypothesis for research purposes.
- 16 Performs statistical analyses such as frequency distributions, t-tests, factor analysis, ANOVAs, and correlations in order to interpret test or research results using Excel, SPSS, SAS, or other statistical software.
- 17 Writes detailed reports specifying research findings indicating the method of the study, the overall results, interpretations, and recommendations.
- 18 Creates spreadsheets and uses calendars to track work assignments, deadlines, and priorities using Microsoft Excel, Google Documents, and electronic or paper calendars.
- 19 Conducts classroom training to City employees regarding validation studies, test development, and research through the use of handouts, PowerPoint, or other training tools.
- 20 Conducts oral presentations for co-workers, supervisors, managers, and City officials in order to provide research findings and provide recommendations related to testing, survey results, and training.

SUPERVISION

- 21 Applies the principles of Equal Employment Opportunity through the promotion of a positive work environment through training and discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
- 22 Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
- 23 Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.