

**CLASS SPECIFICATION****08/30/85****SENIOR PERSONNEL ANALYST, 9167**

Summary of Duties: Performs difficult technical personnel staff assignments in employee selection, position classification, recruitment, personnel development, administration of employee services, personnel research, employee relations, affirmative action and/or supervises a professional staff engaged in the above activities; supervises a major unit or section of professional and nonprofessional staff either in a centralized staff agency or in an operating department; may act as the assistant head of a major staff or operating division; and does related work.

Distinguishing Features: A Senior Personnel Analyst personally performs the more difficult and complex professional assignments in personnel administration or supervises a staff of professional personnel in such work. An employee in this class receives assignments which are more difficult or complex, or for which there are fewer guidelines or precedents on which to base the work. Assignments are received in terms of broad objectives or complex problems; and incumbents receive minimal direct supervision, their work being subject to review in terms of adherence to policy and general soundness rather than methods employed. A Senior Personnel Analyst I personally perform highly difficult or responsible staff assignments and may act as working supervisor of a small professional staff. Such persons will normally supervise an individual work unit or group of professional employees with a specific function.

A Senior Personnel Analyst II acts as virtually full-time supervisor of a larger professional staff working in a major function or unit. Such persons will usually act as second-level supervisors over first level or working supervisors and may supervise several discrete functions, each containing a significant professional staff. They receive assignments in terms of broad objectives and are responsible for work standards and the general performance of subordinates. Senior Personnel Analyst II's receive minimal supervision, their work and the work of their staff being reviewed upon completion and mainly in terms of objectives accomplished and problems resolved.

Examples of Duties:

Paygrade I: Makes field and office audits of positions and prepares recommendations for the allocation and reallocation of positions; revises and prepares new class specifications; investigates and prepares reports on difficult or sensitive personnel problems; reviews a variety of the more complex or sensitive personnel requests such as emergency appointments to high-level jobs; performs the more difficult liaison assignments with operating departments; may supervise other professional employees in conducting major classification studies;

Conducts validation studies for, plans the content of, and prepares a variety of the more difficult examinations or those for higher level classes; conducts reviews of examinations after administration; may arrange the more difficult, sensitive, or high level examination interviews; makes special studies of various selection problems such as composition of interview boards, weighting of tests in examinations, and appropriateness of physical abilities tests; may review the work of other analysts in the preparation of more routine examinations;

Conducts surveys of training needs in City departments and prepares reports and makes recommendations on the type and extent of training required; advises departments in

developing and conducting training programs; counsels employees on placement, and evaluates and makes recommendations on requests for transfer and reversion; supervises the design and implementation of programs to increase upward mobility; prepares and presents reports on labor relations issues before the Employee Relations Board; participates in position formulation meetings on employee relations issues; reviews and participates in the preparation and coordination of unit representation elections; analyzes proposed legislation and recommends the City's position; advises operating department management on labor relations problems;

Supervises the investigation of discrimination complaints against City departments and the review of personnel procedures and practices for their affirmative action impact; reviews and evaluates departmental affirmative action programs and recommends improvements; develops new or revised rules, procedures, and methods to resolve affirmative action problems; meets with representatives of minority, women and other groups to explain City rules, procedures or practices or to consult on specific affirmative action projects;

Investigates and formulates solutions to operating department personnel and related administrative problems; supervises the preparation and maintenance of personnel records and position control systems; interviews and screens applicants certified for appointment; conducts investigations or hearings and recommends action on employee discipline or grievances; advises management regarding negotiation and administration of memoranda of understanding; supervises the preparation of personnel budget requests; administers a rehabilitation program for injured City employees; represents an individual department in meet-and-confer and meet-and-consult sessions with employee organizations;

Plans and conducts recruitment programs for a variety of the more difficult professional, administrative, and executive positions; contacts professional associations, personnel, and executives in specialized fields to identify names of potential applicants; personally contacts such applicants to determine their qualifications and to attract highly qualified persons to City employment; prepares specialized recruitment materials; counsels specialized and high level applicants on City employment opportunities and selection processes; supervises an affirmative action recruitment program; supervises the acceptance of all applications for examinations;

Represents department management in meetings with top-level City management, employees and their representatives, and with community organizations to discuss and resolve a variety of personnel problems; appears before the Board of Civil Service Commissioners, the City Council and its Committees, other City commissions, and employment compliance agencies to present and defend staff recommendations or actions on a variety of personnel issues;

Paygrade II: Plans, assigns, directs, coordinates, and evaluates the work of a group of professional employees engaged in the above work or in directly related administrative work, and personally performs the more critical aspects of the work; trains and advises employees in professional personnel work; meets with top-level City management, employees and their representatives, and community organizations to discuss a variety of difficult and highly complex personnel problems; appears before the Board of Civil Service Commissioners, the City Council and its committees, other City commissions, and employment compliance agencies to present and defend staff recommendations or actions on a variety of the more sensitive or critical personnel issues in the central personnel agency, or the personnel section or division of an operating department; acts as the division chief or personnel officer during their absence; represents department management in the more critical collective negotiation sessions with employee representatives; supervises the administration of an employee benefits program; and

may act as the management representative and participate in the meet-and-confer process on behalf of the department management.

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

Qualifications: A good knowledge of the major principles, practices, methods, and techniques of public personnel administration; a good knowledge of City personnel rules, regulations, policies, and procedures including the Personnel Procedures Manual, Civil Service Commission Rules, Personnel Department Policies, the City Charter, and Division 4 (General Employment) of the Administrative Code; a good knowledge of the laws related to City employment, including affirmative action, equal employment opportunity, labor relations, and related court decisions; a good knowledge of the personnel powers and responsibilities of the Mayor, City Council, Civil Service Commission, City Administrative Officer, Personnel Department, and operating departments; a good knowledge of the interviewing and counseling techniques related to counseling employees, auditing jobs, interviewing examination candidates or employees, and resolving protests, complaints, and employee grievances; a good knowledge of safety principles and practices; a good knowledge of office management practices and procedures; a working knowledge of the City's classification system, jobs, and classes; a working knowledge of the principles and practices of basic supervision; a working knowledge of statistical concepts such as mean, standard deviation, statistical significance and correlation; a working knowledge of the City's Employee Relations Ordinance and existing City policies and practices with respect to collective negotiations and administration of memoranda of understanding; the ability to communicate orally in pressure situations; the ability to advise employees, supervisors, and managers on a variety of personnel management issues; the ability to interpret apply, and explain City personnel rules, policies and procedures; the ability to analyze complex personnel problems, to identify relevant issues or causes, and to formulate reasonable conclusions and effective solutions; the ability to write clear, concise, and persuasive reports involving the summary and analysis of information and the justification of controversial recommendations or findings; the ability to speak before groups and direct meetings for the purpose of providing information or persuading persons; the ability to supervise and train professional and clerical employees; and the ability to direct a major personnel unit or section.

Two years of full-time professional personnel or administrative experience at the level of Personnel Analyst is required for Senior Personnel Analyst.

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

Physical Requirements: Strength to perform average lifting of less than 5 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.