

PERSONNEL ANALYST II

NATURE AND VARIETY OF WORK

This is full performance level professional administrative work performed primarily within one of the major operating divisions within the Office of Personnel. Incumbents assist the division chief or higher level personnel analysts in the administration of typical personnel components such as classification and compensation, recruitment and examination, employee relations, training, and employee benefits and pensions. This level is characterized by the performance of the full range of duties normally contemplated for this class. Work assignments are usually performed under the general supervision of a Personnel Manager position and work is evaluated through conferences, completed reports, and projects.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists a division chief by performing full performance professional personnel and administrative work within a major personnel programmatic division such as classification and compensation, recruitment and examination, employee relations and training and employee benefits and pension administration.

Performs professional classification and compensation work in conjunction with management studies, job analysis, position audits, allocation of positions, salary surveys, and preparation of class specifications.

Performs professional recruitment and examination work in the preparation of examinations, construction of test items, review of applications, rating of education and experience, establishment of eligible lists, and development and interpretation of psychological instruments and data.

Performs professional employee relations work by investigating, analyzing and processing employee complaints and grievances, and administering such programs as affirmative action, service awards, and employee assistance.

Performs professional employee benefits and pension work in the administration of comprehensive County-wide programs related to employee benefits, pensions, retirement insurance claims, appeal hearings, and coordinates personnel actions regarding such activities.

Performs professional training and development work by evaluating County-side training needs, coordinating training schedules, and conducting training classes.

Conducts research, surveys, and analysis in conjunction with personnel administration.

Prepares recommendations, narrative reports, and related work products reflective of the respective divisional missions, goals and objectives.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of principles and practices relating to one or more of the following areas: classification and compensation, recruitment and examination, employee benefits, pensions, and retirement, and employee relations, affirmative action, and training.

Knowledge of current professional legal trends and requirements affecting personnel administration in one or more of the following areas: classification and compensation, recruitment and examination, employee benefits, pensions, and retirement, and employee relations and training.

Ability to prepare and present recommendations, narrative reports, and related personnel work products that are reflective of the respective divisional missions, goals and objectives.

Ability to establish and maintain effective working relationships with County department heads, employees, other officials, the general public, and associates.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Personnel Administration, Business/Public Administration, Psychology, or a closely related field, plus one (1) year of professional experience in personnel administration; or an equivalent combination of education and experience.

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