

PERSONNEL ANALYST III

NATURE AND VARIETY OF WORK

This is senior level professional administrative work performed primarily within one of the major operating divisions within the Office of Personnel. Incumbents assist a Personnel Manager (division chief) in the administration of typical personnel components such as classification and compensation, recruitment and examination, employee relations, training, and employee benefits and pensions. Such positions work with a considerable degree of latitude for independent judgment, action, and initiative when expediting complex personnel work assignments and projects. Position incumbents may provide technical guidance to subordinate analyst positions in conjunction with specified projects. Work is evaluated through conferences, completed reports, and projects by a Personnel Manager or an equivalent supervisory position.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Performs senior-level 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 senior-level professional training and development work by evaluating County-wide 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.

Provides technical guidance and training to subordinate personnel staff.

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

Considerable 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, employee relations, and employee training and development.

Considerable 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, employee relations, and employee training and development.

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 conduct effective job analysis.

Ability to provide technical guidance and training to subordinate personnel staff.

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

MINIMAL QUALIFICATIONS

Bachelor's Degree in Personnel Administration, Business/Public Administration, Psychology, or a closely related field, plus two (2) years at the professional level in public personnel administration involving responsibility for performing complex operational and administrative tasks; or an equivalent combination of education and experience.

REVISED: 9/84

REVISED: 10/88