

PERSONNEL ANALYST IV

NATURE AND VARIETY OF WORK

This is principal level professional and administrative work performed primarily within one of the major operating divisions within the Office of Personnel. Incumbents assist the Personnel Manager in compensation, recruitment and examination, employee relations, training, and employee benefits and pensions. Such technical positions may lead/coordinate subordinate positions but the complexity of major personnel work assignments and the high degree of independent judgment, equate to the IV level. Work is evaluated through conferences, and completed reports and projects by a Personnel Manager or an equivalent supervisory position.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs principal professional personnel and administrative work within a major personnel programmatic division such as classification and compensation, recruitment and examination, employee relations, employee training and development, and employee benefits administration.

Plans and coordinates the activities of a major and complex personnel project or assignment from its initial inception to its ultimate completion in accordance with the Personnel Law, administrative directives, and established policies and procedures.

Confers with department heads, management officials, and employees in order to provide technical assistance and to promote respective divisional projects and activities.

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

Conducts complex research, survey, and analysis in conjunction with personnel administration (management, feasibility, classification studies, and job analysis).

Develops, administers, scores, and interprets psychological instruments and data in order to assess knowledge, skills, abilities and other job related requirements for use in recruitment, selection, and staff development activities.

Leads/coordinates the activities of 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

Extensive knowledge of the principles and practices of public personnel administration in the area to which assigned.

Extensive knowledge of County government programs and operations.

Thorough knowledge of current legal trends and policies affecting public personnel administration.

Ability to plan and direct key activities characteristic of a functional area within personnel administration, e.g., classification and compensation, recruitment and examination, employee relations, training and development, and employee benefits.

Ability to plan, direct, and coordinate the activities of a subordinate staff.

Ability to establish and maintain effective and professional work relationships with County officials, representatives, and the general public.

Ability to expedite major and complex personnel projects and assignments from their initial inception to ultimate completion.

Ability to prepare complex and detailed narrative reports, correspondence, and legislation.

MINIMUM QUALIFICATIONS

Master's Degree in Personnel Administration, Business/Public Administration, Psychology, or a closely related field, plus three (3) years of progressively responsible professional administrative, technical, analytical and developmental work experience in public personnel administration involving responsibility for performing the more difficult and highly complex administrative tasks; or an equivalent combination of education and experience.

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