

PERSONNEL ANALYST V

NATURE AND VARIETY OF WORK

This is management level, professional, and administrative work performed in conjunction with the administration of a major personnel program within County government. Incumbents provide key management level, administrative, and technical support to a Personnel Manager or may function as a section chief in such functional areas as classification and compensation, recruitment and examination, employee relations, training and development, pensions and benefits, or other similar personnel activity. A significant aspect of the work includes interpreting and explaining the more complex details of personnel laws, policies, regulations, and procedures. Work is performed under the general supervision of a Personnel Manager and is reviewed for completion of assignments, accuracy, and conformance to established policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Provides key management-level and technical support to a higher level supervisory position in the area of personnel administration to which assigned.

Plans and directs the work activities of professional, para-professional, and clerical staff engaged in a major area of personnel administration.

Develops strategies, methods, and initiatives necessary for achieving the established goals and objectives characteristic of a major personnel function.

Coordinates major personnel projects and activities with management level staff in other departments and agencies. Coordinates the preparation of detailed recommendations, narratives, reports, legislation, and related work products reflective of the organizational mission, goals, and objectives.

Conducts County-wide training sessions highlighting key policies and procedures characteristic of a functional area within personnel administration.

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, Sociology or a closely related field, plus four (4) years of progressively responsible administrative experience in personnel/human resources management with at least one (1) year in a lead/supervisory role; or an equivalent combination of education and experience.

CREATED: 10/88