

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PERSONNEL ASSISTANT I - 1651**

**DEFINITION:**

Under immediate supervision, to perform the less difficult subprofessional personnel assignments; to assist professional personnel analysts in carrying out their assigned duties; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Reviews job applications for compliance with established standards;
- Locates, assesses qualifications, and arranges for individuals to serve on oral interview boards;
- Writes employment examination announcements;
- Assists in the preparation of written and performance examinations;
- Administers selected performance tests;
- Gathers information from employees, departments, outside agencies, and other sources in the performance of assigned studies;
- Provides information to employees and the public on job opportunities, personnel rules, policies, procedures, and related matters;
- Reviews and processes applications for reinstatement, and requests for certification and career advancement;
- Researches and organizes data related to compensation, test validation, or other personnel studies;
- Assists other staff with recruiting, examination, validation, classification, and liaison assignments, as needed;
- Answers correspondence;
- Prepares a variety of routine reports.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester or 90 quarter college units; **OR** two years of full-time clerical experience in a supervisory capacity equivalent to a Senior Clerk/Typist with the City of San Diego; **OR** one year of full-time experience performing administrative, budgetary, or personnel work such as: analyzing budget status reports and expenditures; assisting in the preparation of budgetary materials by analyzing budget status reports and expenditures and reviewing line item details; reviewing job applications for compliance with employment

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

standards; researching position duties and recommending appropriate job classifications; developing, administering, or coordinating testing processes; and/or conducting research studies and making recommendations for action in written reports where judgment and interpretation of policy are required; **OR** a combination of the above education and experience.