

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSISTANT PERSONNEL ANALYST - 1170

DEFINITION:

Under general supervision, to perform professional personnel work of average difficulty in a central personnel agency; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Performs position classification, compensation, liaison, recruiting, and examining work for assigned departments or classes;
- Prepares examination announcements and recruiting publicity;
- Reviews and evaluates applications against established standards;
- Constructs examinations;
- Administers performance tests;
- Develops and participates in interview processes;
- Analyzes test results and recommends passing points;
- Conducts classification and salary studies;
- Prepares and revises class specifications;
- Gathers salary data;
- Provides advice and assistance to departments on personnel problems;
- Counsels employees and applicants and interprets Civil Service rules, policy, and procedures;
- Conducts special studies;
- Prepares reports and correspondence;
- Reviews and processes various personnel transactions such as reinstatements, special leaves without pay, transfers, conviction history reviews, and requests for certification.

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>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** one year of of full-time experience performing professional-level personnel or human resources work as a primary responsibility, such as conducting fact finding and investigating complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, and sexual harassment/orientation; conducting comprehensive pre/post 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.**

background investigations regarding medical and/or conviction histories; verifying employment/education/training records; conducting job analyses and developing job-related screening and selection instruments; reviewing employment applications for required qualifications; performing classification and salary/compensation related studies to include conducting studies to allocate positions to appropriate classifications; creating new classifications and corresponding compensation schedules; providing official staff support to employees, departments and unions to include interpreting and enforcing personnel rules and regulations, policies, and programs; developing and implementing comprehensive recruitment programs; and promoting career opportunities and performing job counseling/recruitment outreach at job fairs and community meetings/events; **OR** equal to the minimum qualifications for Personnel Assistant II, **AND** two years of full-time professional level experience performing any of the responsibilities listed above.