

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSISTANT PERSONNEL ANALYST

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 Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units), **AND** one year of experience in professional personnel work. A Master's degree in Personnel or Public Administration may be substituted for one year of the required experience.

- * **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.