CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE 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:
As a fully qualified journey-level analyst:
• 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;
• Analyzes test results and recommends passing points;
• Develops and participates in interview processes;
• Conducts classification and salary studies;
• Prepares and revises class specifications;
• Gathers salary data;
• Provides advice and assistance to department 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 equal to 120 semester/180 quarter units), AND two years 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.