

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PERSONNEL ASSISTANT I

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 Announcement for updated minimum qualifications.

Successful completion of 60 semester or 90 quarter college units; **OR** two years of clerical experience in a supervisory capacity equivalent to a Senior Clerk/Typist with the City of San Diego; **OR** one year of 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 standards; researching position duties and recommending appropriate job classifications; developing, administering or coordinating testing processes; 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.

- * **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.