

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PERSONNEL ASSISTANT II

DEFINITION:

Under general supervision, to perform a variety of higher level subprofessional studies and assignments; to provide liaison assistance to a small department or division of a large department; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Develops and administers the less complex written and performance tests;
- Develops and conducts job-related interviews;
- Participates as a member of interview boards;
- Conducts pre-interview training briefings and orientation;
- Monitors the conduct of participants and board members during interviews;
- Conducts the less complex classification and salary studies;
- Conducts surveys of other agencies to formulate recommendations regarding salary issues and policy changes;
- Researches and organizes data related to test validation studies;
- Performs the less complex analyses of validation data;
- Provides liaison assistance to smaller departments and divisions;
- Conducts routine background investigation for assigned classes;
- Serves as department representative at New Employee Orientations;
- Reviews and processes applications for reinstatement, and requests for certification and career advancement;
- Assists other staff by performing segments of more complex and sensitive recruiting, examination, validation, classification and liaison assignments;
- Assists with Employee Performance Review Training;
- May supervise or coordinate a small clerical unit essential to the accomplishment of the assigned function.

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; **AND** 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 two years of clerical experience in a supervisory capacity equivalent the City of San Diego's classification of Senior Clerk/Typist; **AND** one year of experience performing administrative, budgetary, or personnel work as described above; **OR** two years of experience performing administrative, budgetary, or personnel work such as described above; **OR** one year of experience at a level of responsibility equal to the City of San Diego's classification of Personnel Assistant I.

- * **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.