

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PERSONNEL ASSISTANT II - 1662**

**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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester or 90 quarter college units, **AND** one year of full-time 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;

- \* 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.**

reviewing job applications for compliance with employment standards; researching position duties and recommending appropriate job classifications; developing, administering or coordinating testing processes; and/or conducting research studies and making recommendations for action in written reports where judgment and interpretation of policy are required; **OR** two years of full-time clerical experience in a supervisory capacity equivalent the City of San Diego's classification of Senior Clerk/Typist, **AND** one year of full-time experience performing administrative, budgetary, or personnel work as described above; **OR** two years of full-time experience performing administrative, budgetary, or personnel work such as described above; **OR** one year of full-time experience at a level of responsibility equal to the City of San Diego's classification of Personnel Assistant I.