CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING PERSONNEL ANALYST

DEFINITION:

Under direction, to supervise a professional staff in the administration of testing and recruitment or in position classification and compensation, and employee relations programs; and to perform related work.

* **TYPICAL TASKS:**

- Confers with the Assistant Personnel Director, operating officials, and others to determine personnel needs;
- Schedules and directs the preparation, administration, and scoring of examinations;
- Reviews and evaluates recruiting and testing results;
- Reviews position classification and salary recommendations;
- Reviews and recommends policies concerning employee relations;
- Assigns, trains, and rates the work performance of analysts;
- Participates in conferences to solve major personnel problems, and to develop new policy, procedures, or organizations to meet program needs;
- Conducts special studies and investigations;
- Prepares reports and correspondence.

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.

Education equivalent to college graduation with a Bachelor's degree (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of professional personnel experience. A minimum of two years of the qualifying experience must have been performed in a government personnel agency. A Master's degree in Personnel Administration or a closely related field of study may be substituted for one year of the required experience, but may not substitute for any of the required government personnel agency 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.