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# PERSONNEL COMMISSION

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LONG BEACH  
UNIFIED SCHOOL DISTRICT  
*Excellence & Equity*

**Class Code: 0855**  
**Salary Range: 44 (M2)**

## **SENIOR PERSONNEL ANALYST**

### **JOB SUMMARY**

Under general direction, plan, develop, administer and manage major professional level personnel functions of the Personnel Commission and classified service of the District; perform related duties as assigned.

### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and supervise Personnel Commission staff performing the recruitment and selection processes of all District classified positions; determine the appropriate recruitment sources and scope of advertising for vacant positions. **E**
- Coordinate, direct, and supervise the work of assigned personnel engaged in such activities as reviewing employment applications; employment processing; posting of personnel information; coding of documents; maintaining records and files; and providing assistance or information to employees or prospective employees. **E**
- Oversee classified application screening, examination planning and prepare or supervise the preparation of examination materials; supervise staff and participate in the selection and training of interviewers and/or interview panel members; oversee and/or participate in the scheduling and maintenance of a master schedule of a high volume of ongoing recruitment and selection processes. **E**
- Provide technical personnel expertise to District and site administrators, managers, and supervisors regarding personnel matters. **E**
- Research and analyze occupational data such as physical, mental and training requirements of jobs and employees to be utilized in the development of employment tests and selection methods including those such as written or performance tests; use prescribed validity models in the conduct of job studies to ensure validation and reliability of employment testing. **E**
- Oversee and conduct classification and compensation studies; review employee questionnaire forms; recommend allocation of positions to classifications; write class specifications. **E**
- Work with other management personnel to develop and/or change policies and procedures for the efficient and cost-effective delivery of classified personnel services. **E**
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification. **E**

- Communicate with principals and site administrators regarding classified staffing needs at their sites. **E**
- Interpret and explain rules, regulations, policies, procedures, unit contracts, and fringe benefits, and assist in solving unique problems of classified employees, management, and the public. **E**
- Observe jobs and interview employees and supervisory personnel to determine job duties, responsibilities and requirements in order to determine the best test development and test validation approaches. **E**
- Participate in the development, design, or revision of Personnel Commission forms and personnel/payroll or related automated information systems. **E**
- Evaluate test results by item analysis and validity models and modify test content as required. **E**
- Develop and prepare procedures and manuals for Personnel Commission functions and activities, and assist in formulating and preparing personnel related materials for classified employees. **E**
- Keep current of changes and trends in merit system and human resource administration; attend conferences and workshops and make presentations as requested. **E**
- Oversee administration and administer the computerized applicant tracking system; train staff on use of same; work with vendor on the development of a data base to obtain, store and retrieve testing and ethnic data; prepare or direct the preparation of mandated reports on applicant flow, gender, ethnicity, etc.; perform database operations internal software programming and updating of codes and data fields creating custom data entry screens, help screens, macros, form letters, etc. **E**
- Manage and participate in processing appeals and protests of test results from applicants on written, oral, performance or other tests including conducting reviews and preparing recommendations to resolve a testing or certification problem. **E**
- Interpret rules and policies in response to inquiries and advise employees and management. **E**
- Compile, analyze data and prepare a variety of reports on recruitment and selection activities, including those to meet Equal Employment Opportunity Commission and Fair Employment and Housing Practices requirements. **E**
- Assist in the development, revision, implementation and monitoring of personnel rules and policies in response to inquiries, advising employees and management as appropriate. **E**
- Research, analyze and evaluate, or design, new test processes, selection methods or test types in order to meet changing, developing or future testing needs of the District for skilled, talented and motivated classified workers. **E**
- Represent the District at career days and job fairs to promote employment opportunities. **E**
- Present recommendations to the Personnel Commission and respond to questions at Personnel Commission meetings and hearings. **E**
- Select, train, assign, and evaluate the performance of professional, paraprofessional and clerical staff. **E**
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

A Senior Personnel Analyst has specialized subject matter expertise in specified areas of personnel administration of the Personnel Commission. Such expertise is applied to functional responsibilities in classified recruitment, examination, selection, classification and compensation. An incumbent performs complex and sensitive personnel assignments and has ongoing contact with administrators, professional staff, directors and professional staff of other agencies. A Senior Personnel Analyst recommends new or modified rules and strategies to accomplish the Personnel Commission's work and justifies and defends decisions and issues in assigned areas of responsibility. An incumbent typically serves as a unit manager, and directly supervises a staff of professional, paraprofessional, technical and/or clerical personnel.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles, practices and techniques of public personnel administration, including recruitment, examination, position classification, salary administration, certification, and interviewing.

Job analysis and evaluation methodologies.

Research, analysis, and evaluation methodologies and techniques.

Test strategies and statistical applications used in test and item analysis and validation.

Personnel assessment techniques including test design, construction and administration.

Software programs such as Windows Office Suite, and computerized applicant tracking systems.

Local, State and federal laws, rules, acts, regulations and guidelines governing employment discrimination.

Applicable sections of State codes, collective bargaining agreements, and other laws related to personnel activities.

Report preparation and presentation methods and techniques.

School district organization and administration.

Organization, work flow management and personnel supervision.

Effective personnel leadership and supervision techniques.

**Ability to:**

Interpret and apply appropriate laws, codes, rules and regulations.

Organize, prepare and summarize data for Personnel Commission and Board agendas and meetings.

Plan, review, train and supervise the work of assigned staff.

Design and implement recruitment, examination and selection strategies and procedures.

Screen application materials for specific skills and certification requirements.

Conduct research and studies, analyze data and prepare clear, concise oral and written reports.

Maintain confidentiality of sensitive and privileged information.  
Operate a variety of office equipment including a computer and assigned software.  
Develop recruitment strategies for classified vacancies and substitute positions.  
Oversee the screening and evaluation of classified employment applications.  
Meet schedules and timelines.  
Make presentations before groups.  
Communicate with others with tact and sensitivity.  
Establish and maintain effective working relationships with others.

**Education and Training:**

Bachelor's degree with course work in human resources, industrial/organizational psychology, education, business, public administration, or a related field.

Completion of the California School Personnel Commissioners Association Merit Academy is highly desirable.

**Experience:**

Four years of experience involving technical analysis and administration in classification and compensation, or recruitment and selection in a merit system or similar civil service organization, one year of which must have been at the management level.

A master's degree in public, business, or human resources administration, psychology or a closely related field may be substituted for one year of the required experience.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities may be considered.

**SPECIAL REQUIREMENTS**

Position requires the use of personal automobile and possession of a valid California class C Driver's license at the time of appointment.

**WORKING ENVIRONMENT**

Office environment.  
Occasional travel to District sites and offsite meetings.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate office equipment.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information in person or telephonically.

Agility sufficient to perform examining of records and materials and the conduct of performance tests which may include bending, kneeling and stooping.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

02/06/97 PC

Revised: 10/2001

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