Ocean View School District

17200 Pinehurst Lane • Huntington Beach, CA 92647 • (714) 847-2551 • www.ovsd.org

Associate Personnel Analyst

JOB SUMMARY:

Under general direction of the Executive Director, Human Resources, performs increasingly independent personnel work related to classified recruitment, test development, classification, compensation and other personnel studies; leads the work of employees that are working on classified recruitment and onboarding; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified human resources for classified employees in a Merit System District.

CLASS CHARACTERISTICS:

The Associate Personnel Analyst is a lead position within the department performing the analyst duties on the routine recruitments. The expectation is that the incumbent will receive experience and training that will enable them to eventually take on all the responsibilities of a Personnel Analyst.

The Personnel Analyst classification has significant responsibility for performing professional analytical, specialized, and technical personnel work in developing classified employment exams, performing classification studies and job description reviews, conducting salary studies, preparing the data used in negotiations and for recommending salaries for new and existing classifications. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Human Resources Department.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Study and coordinate recruitment needs, plan, and assist to develop classified employee selection processes including: development of the selection plan, determining, developing and preparing the selection instruments, establishing exam weighting, and validating the competitive examinations to fill District classified staffing needs;
- Review examinations and exam materials with subject matter experts to verify appropriateness and document findings;
- Score and validate classified examinations, conducting post-test analyses to determine if the test and test item(s) are performing appropriately to determine levels of competence, skills, knowledge and abilities; revises test questions as necessary;
- Assist classification studies and job description reviews, respond to questions as appropriate;
- Perform comparative salary surveys, salary audits and studies; establish study design, collect, compile, analyze and prepare the final presentation of the survey data;
- Assist in preparing class specifications for new classes or classes being revised;

- Answer questions from administrators, employees and the public to explain and interpret Merit System and personnel procedures associated with hiring, employment, promotion, discipline, transfer, layoff, evaluation and professional growth;
- Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receive and process personnel requisitions; maintain personnel records and files to document assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; prepare a wide variety of documents and reports;
- Input, access, develop and oversee maintenance of the classified employee data base; retrieve information for routine and special reports as required;
- Advise employees of their rights and ensure the Layoff Reemployment List takes priority in filling vacancies in affected classifications.

Other Related Duties

- Coordinate distribution and timely completion of classified employee evaluations;
- Coordinate the Professional Growth program for classified employees;
- Assist the Director in keeping Merit Rules and procedures current by identifying areas of concern and suggesting possible solutions;
- Provide classified employment verifications;
- Assist in receiving and screening applications for employment to ensure meeting of minimum requirements;
- May assist in administering classified examinations;
- May assist in processing employment documentation and answering questions of newly hired classified employees;
- Assist in maintaining eligibility, promotion, transfer, reinstatement, and other personnel lists.

SUPERVISION:

General direction is received from the Executive Director, Human Resources. Provide leadership and/or guidance and direction to subordinate positions assigned to the Human Resources Department.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, purposes, functions, policies and practices of public personnel administration;
- Techniques and methods used in the development, administration, scoring and validation of selection processes;
- Laws, rules, regulations, procedures related to recruitment, selection, retention of classified employees in a Merit System school district;
- Modern office methods, procedures, terms, equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Business office telephone techniques and etiquette.

Ability to:

- Perform analytical and specialized duties related to personnel activities;
- Understand, read, interpret, apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgement, tact, and poise;
- Compose correspondence and written material independently;
- Identify knowledge, skills and abilities required to succeed in a wide variety of occupational classifications, integrating same into appropriate testing vehicles;
- Analyze positions identifying key components in order to make classification, salary allocation and reallocation recommendations;
- Collect, analyze and interpret data and prepare compensation surveys and/or classification and compensation recommendations and reports;
- Work cooperatively, effectively, efficiently with and provide quality customer service to co-workers, administrators, employee representatives, the public and others;
- Work accurately and independently, making sound, reasoned decisions and recommendations;
- Effectively and efficiently develop and maintain records and files ensuring the security of information;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, data base, E-mail and internet computer applications;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Maintain security and confidentiality of privileged and sensitive information;
- Perform mathematical calculation to determine test scores accurately;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff;
- Communicate clearly and concisely.

EMPLOYMENT STANDARDS:

Education:

- Graduation from high school or equivalent.
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience or equivalent work experience.

Experience:

- Two (2) years of successful personnel experience involving recruitment and/or classification functions preferably in a California Merit System School District.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions

Physical Demands:
While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometime walk; occasionally stand, lift, carry, reach, and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 41
Classified Bargaining Unit Salary Schedule

New classification approved by Personnel Commission 3/20/25