

## WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION

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### PERSONNEL ANALYST – CONFIDENTIAL

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#### **BASIC FUNCTION:**

Under the direction of the Director, Human Resources, performs job analyses and develops job related examinations; performs classification studies, job description reviews and compensation surveys; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees. Performs professional, analytical, specialized, and technical personnel work and assists the Director of Human Resources with administrative detail by preparing the data used in negotiations and for recommending salaries for new and existing classifications. This position works independently and oversees the proper employment processing of classified employees in accord with District procedures and Personnel Commission Rules and Regulations. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Human Resources Department.

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#### **ESSENTIAL DUTIES:**

Conducts job analyses through the use of questionnaires and interviews with administrators, department heads, supervisors and incumbents to identify levels of skill, knowledge and abilities necessary for successful job performance and to develop job related examinations for existing and proposed job classifications.

Conducts and assists in classification studies and job description reviews, developing and revising class descriptions/specifications and preparing written recommendations for new classes or classes being revised.

Performs comparative salary and fringe benefit surveys, salary audits and studies and establish study design; Collects, compiles, analyzes related data and prepares the final presentation of the survey data related to negotiations.

Assists in the administration and implementation of labor agreement, administrative directives and other employment provisions.

Prepares required correspondence and documentation for purposes of effecting layoffs of classified employees, advises employees of their rights and ensure the Layoff Reemployment list takes priority in filling vacancies in affected classifications.

Answers questions from administrators, employees and the public to explain and interpret, the Collective Bargaining Agreement, Personnel Commission Rules and Regulations and personnel procedures associated with hiring, employment, promotion, transfer, layoff, evaluation and professional growth.

Coordinates distribution and timely completion of classified employee evaluations.

Assists the Director, Human Resources in keeping Merit Rules and procedures current by identifying areas of concern and suggesting possible solutions.

Provides classified employment verifications.

Assists in receiving and screening applications for employment to ensure meeting of minimum requirements.

Performs a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receives and processes personnel requisitions; maintains personnel records and files to document assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; prepares a wide variety of documents and reports.

Inputs, accesses, develops and oversees the classified employee database and retrieves information for routine and special reports as required.

In collaboration with the Personnel Technician, studies and coordinates recruitment needs, plans, and develops 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.

In collaboration with the Personnel Technician, develops rating forms and other exam materials.

Supports the scheduling and administration of examinations if needs arise.

In collaboration with the Personnel Technician, analyzes and determines the qualifications required for raters and interviewers; selecting and instructing raters concerning their duties and responsibilities.

Reviews and analyzes federal and state laws, as well as testing regulations; and performs test validation studies.

May assist in administering classified examinations.

May assist in processing employment documentation and answering questions of newly hired classified employees.

Assists in maintaining eligibility, promotion, transfer, reinstatement, and other personnel lists.

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**OTHER REPRESENTATIVE DUTIES:**

Reviews examination appeals and/or protests with the Director Human Resources, and responds as directed.

Attends Personnel Commission meetings, workshops and conferences as directed; keeping informed of trends and practices in the field of personnel management.

Participates in special projects, as assigned.

Performs other related duties as required to accomplish the objectives of the position.

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### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to and receives direction from, and is evaluated by the Director, Human Resources.

Internal Contacts: Frequent contact with school and other District personnel at all levels. Provides leadership and/or guidance to subordinate positions assigned to the Human Resources Department.

External Contacts: Continuing contact with personnel of school districts and other governmental agencies, representatives of community-based agencies, personnel of the Orange County Department of Education, job applicants, and the general public.

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### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### **KNOWLEDGE AND ABILITIES:**

#### ***KNOWLEDGE OF:***

The basic principles, purposes, functions, policies and practices of public personnel administration.

Methods of statistical analysis, mathematical calculations and prediction used in validating employment examinations and salary studies.

Principles and methods utilized in conducting classification and compensation studies.

Federal and State laws, rules, regulations, procedures related to recruitment, selection and retention of classified employees in a Merit System school district.

Principles and methods utilized in performing test development, test item validation, selection and job analysis procedures.

Operation of a computer work station including word processing, spreadsheet, database, internet and E-mail computer applications.

Modern office methods, procedures, practices, terms and equipment used in a personnel office.

Standard record keeping and filing system procedures.

Business office telephone techniques and etiquette including, interpersonal skills; using tact, patience, and courtesy.

Oral and written communication skills; including interview principles and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform analytical and specialized duties related to personnel activities.

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.

Effectively and efficiently develop and maintain records and files ensuring the security of information.

Maintain security of sensitive, confidential and privileged information.

Perform mathematical calculation to determine test scores accurately.

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.

Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff.

Collect, analyze and interpret data used to prepare and present clear and concise compensation surveys and/or classification and compensation recommendations and reports.

Perform complex personnel work accurately and independently, making sound, reasoned decisions and recommendations with minimum direction.

Carry out oral and written instructions, and plan, organize and prioritize work.

Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, HR database, internet and E-mail software.

Establish and maintain effective interpersonal relationships using tact, patience and courtesy by working cooperatively, effectively, efficiently with and providing quality customer service to coworkers, administrators, employee representatives, the public and others contacted in the course of business.

## **EDUCATION AND EXPERIENCE:**

(1) Graduation from an accredited college with a bachelor's degree in labor relations, human resources administration, personnel administration, psychology, business management or a closely-related field; including courses in statistics, test and measurements, industrial or educational psychology, and/or public personnel administration; and (2) three years of professional personnel experience, preferably including experience in test development and validation, and classification and job analysis within a California Merit System School District; or (3) a combination of education and experience which has provided a sufficient level of competency in order to successfully perform the overall duties and responsibilities of this class.

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## **LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Driver's license and a reliable insured motor vehicle for personal transportation.

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## **PHYSICAL DEMANDS:**

While performing duties of this job, the employee is regularly required to sit; repetitively use fingers on both hands simultaneously, reach with hands and arms; talk or communicate clearly and is able to understand normal voice conversation. The employee is frequently required to stand, walk, stoop, kneel, and crouch. The employee must frequently and safely lift, carry and/or move up to 25 pounds and occasionally safely lift, carry and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.

## **WORK ENVIRONMENT:**

While performing the duties of this job, the employee generally works in an office environment, but is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee frequently has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.

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**PREPARED BY:** Classified Personnel Department

**DATE:** 01/2007

**APPROVED BY:** Board of Trustees

**DATE:** 03/15/2007

**APPROVED BY:** Personnel Commission

**DATE:** 02/2007

**REVISED:** Personnel Commission

**DATE:** 01/26/2016

**APPROVED BY:** Personnel Commission

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