

PERSONNEL COMMISSION ANALYST

DEFINITION

Under direction, performs professional analytical, specialized, and technical work in the areas of recruitment, examination, selection, classification, and compensation of San Mateo County Office of Education (Office) classified employees under Merit System guidelines; assists with job analysis, compensation studies, and evaluation activities per merit system and education code; provides professional assistance to management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of the personnel commission. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, develops, and coordinates professional-level duties in the areas of recruitment, examination, administration, personnel selection, and classification for Classified employees.
- Develops recruitment sources; administers and composes job announcements, bulletin announcements, and other types of notifications and/or advertisements of job postings to appropriate media and sites.
- Conducts job analysis activities including preparing various testing materials and reviewing qualifications, to ensure test validity and valid screening assessments for each job classification.
- Assists with researching examination and classification appeals and protests to respond and defend procedural validity, integrity, and fairness as required.
- Plans and prepares examination content and procedures; plans and develops methods of testing of required knowledge, skills, and abilities; assists in the preparation of developing examination standards; obtains, constructs, analyzes, and edits examination materials and confers with subject matter experts in the development and evaluation of examination to establish an eligibility list.
- Coordinates scheduling and administration of examination process; determines appropriate qualifications of raters and oral panel members; explains examination procedures; distributes and collects examinations; grades examinations and computes scores; analyzes examination results and ranks applicants; updates records and notifies applicants of test results.

- Processes and maintains a variety of recruitment and examination administration data before and after final selection recommendations including applicant information, examination scores, examination panels, and eligibility lists; ensures efficient processing of applicants, and compliance with established guidelines.
- Assists in analyzing positions or classifications to prepare analytical reports and recommendations regarding establishing new job classifications, revisions of current specifications, salary allocations, and reclassification of positions.
- Prepares and maintains data for monthly Personnel Commission meetings; attends meetings and assists in preparing the annual report.
- Conducts or prepares salary surveys; collects and analyzes data to prepare reports and summaries to assist management.
- Meets and consults with employees, supervisors, administrators, and outside agencies regarding personnel needs, policies, procedures, laws, codes, rules, regulations, and the administration of classified programs.
- Communicates with personnel, outside agencies, and the public to exchange information, coordinate activities, and resolve issues or concerns.
- Researches, evaluates, recommends, and implements new examination administration processes to meet the changing, developing, or future testing needs in recruitment and retention.
- Attends and participates in various meetings and in-services as assigned; attends job fairs, workshops, conferences, and other recruitment events as necessary.
- Observes and complies with all SMCOE and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, public administration, or a closely related field.

Experience:

- Four (4) years of increasingly responsible experience involving recruitment, selection, or classification activities.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Principles, practices, methods, and terminology used in public personnel commission administration including job analysis, selection, recruitment, classification, and compensation.
- Guidelines and regulations relating to recruitment selection processes for classified employees.

- Merit system rules and regulations.
- Operations, policies, and objectives relating to human resources or classified employees' activities.
- Organizational personnel policies and procedures.
- Techniques and tools used in developing and administering employee examinations, position classifications, job analysis, and salary surveys.
- Record keeping and report preparation techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate and administer pre-employment examinations.
- Plan and conduct classification, job analysis, salary, and other studies as directed.
- Screen and process employment applications and other related documents.
- Coordinate and participate in the recruitment and selection of applicants.
- Maintain confidentiality of sensitive information.
- Stay abreast of developments in examination development, classification, and compensation.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.