

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PERSONNEL COMMISSION ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Personnel Commission Services or Assigned Administrator, performs professional analytical, specialized, and technical work in the areas of recruitment, examination, selection, classification, and compensation of County Office classified employees under Merit System guidelines; assists with job analysis, compensation studies, and analysis of rules to assure activities comply with established laws, rules and regulations per Merit System and Education Code.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL FUNCTIONS:**

Plans, develop, and coordinate professional-level duties in the areas of recruitment, examination, administration, personnel selection, and classification of Classified employees.

Develops recruitment sources; administer and compose job announcements, bulletin announcements, and other types of notifications for advertisements of job postings to appropriate media and sites.

Conducts job analysis activities (e.g., prepares various testing materials, reviews qualifications, etc.) to ensure test validity and valid screening assessments for each job classification.

Assists in the research for examination and classification appeals and protests to respond and defend procedural validity, integrity, and fairness as required.

Plans and prepare examination content and procedures; plans and develop methods of testing required knowledge, skills, and abilities; assists in the preparation of developing examination standards; obtain, 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; determine appropriate qualifications of raters and oral panel members; explain examination procedures; distribute and collect examinations; correct examinations and compute scores; analyze examination results and rank applicants; update records and notify applicants of test results; maintain eligibility lists.

Processes and maintains a variety of recruitment and examination administration data before and after final selection recommendations (e.g., applicant information, examination scores, examination panels, eligibility list, etc.) to ensure efficient processing of applicants and compliance with established guidelines.

## ***Personnel Commission Analyst***

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 prepare salary surveys; collect and analyze data to prepare reports and summaries to assist Executive Director or Assigned Administrator.

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, develop, or future testing needs in the area of recruitment and retention.

Attends and participate in various meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned, and workshops and conferences.

Operate various office equipment, including a copier, scanner, computer, and assigned software.

Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, practices, methods, and terminology used in public personnel commission administration, including job analysis, selection, recruitment, classification, and compensation. Various governmental guidelines and regulations relating to the classified recruitment selection process for classified employees.

Current laws, codes, regulations, and rules related to assigned personnel commission services functions.

Merit system rules and regulations.

Operations, policies, and objectives relating to human resources or classified employees' activities. Organizational personnel policies and procedures.

County Office occupations and their requirements.

Organizational operations, policies, and objectives.

Techniques and tools used in developing and administering employee examinations, position classifications, job analysis, and salary surveys.

Record-keeping and report preparation techniques.

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## ***Personnel Commission Analyst***

Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Operation of a variety of office equipment, including a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Technical aspects of the field of specialty.  
Research methods.

### **ABILITY TO:**

Perform various complex and professional level functions in the recruitment, examination, selection, classification, and compensation of County Office classified employees.  
Interpret, apply, explain and assure compliance with rules, regulations, policies, and procedures.  
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.  
Stay abreast of developments in examination development, classification, and compensation  
Coordinate and participate in the recruitment and selection of applicants.  
Maintain current knowledge of laws, rules, and regulations related to personnel commission services activities.  
Maintain confidentiality of sensitive and privileged information.  
Compose correspondence and written materials independently or use departmental templates.  
Operate a variety of office equipment, including a computer and various types of software.  
Analyze situations accurately and adopt a practical course of action. Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others. Maintain records and prepare reports.  
Plan, prioritize, and organize work. Meet schedules and timelines.  
Determine appropriate action within clearly defined guidelines.

### **EDUCATION AND EXPERIENCE:**

A bachelor's degree in business administration, human resources, public administration, or related field and four years of professional human resources experience involving recruitment, selection, or classification activities.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

*Personnel Commission Analyst*

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time. Reading a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Carries reports and records that typically weigh up to ten (10) pounds.

**Approved by Personnel Commission:**

**February 10, 2021**

**San Mateo County Office of Education**