

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PERSONNEL ANALYST

PERSONNEL COMMISSION APPROVAL: (Revised)
COUNCIL APPROVAL: APRIL 2, 2007

JOB CODE: 0453
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under direct supervision, performs a wide variety of routine professional and technical duties in support of the City's human resources system, including; responsible staff work in recruitment and selection, classification, compensation, benefits administration, and/or other employee related programs.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Human Resources Manager

DISTINGUISHING CHARACTERISTICS

The Personnel Analyst is the entry-level class in the series. This classification performs the more routine tasks and duties assigned to positions within the series. Incumbents are held directly responsible for the technical adequacy, prioritization and time management of their work. It differs from the Senior Personnel Analyst by the difficulty, scope, complexity, and autonomy of the work performed.

EXAMPLES OF ESSENTIAL DUTIES

- Plans, designs, and develops recruitment and selection materials and administers examinations for City positions
- Composes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media
- Scores and analyzes the results of written, oral, performance and other related employee selection examinations
- Responds to inquiries regarding employment opportunities with the City
- Assists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, 457 accounts and employee assistance programs

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- Assists with training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements
- Identifies issues; collects data; analyzes alternatives and makes recommendations
- Researches rules, regulations, laws, and policies in order to make recommendations on personnel matters
- Assists in the administration of labor agreements by explaining contract provisions, and responding to inquiries from employees
- Conducts routine studies and prepares and presents written and oral reports relating to various aspects of personnel administration
- Responds to salary and benefit surveys
- Coordinates assigned services and project activities with other City departments, divisions, committees, external organizations, and the general public
- Responds to and resolves routine and sensitive inquiries and complaints
- Attends and participates in professional group meetings
- Creates and uses spreadsheets, databases, and other personal computer software applications
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- performs related duties and responsibilities as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection
- Statistical principles and research methods
- Principles and practices of public administration and organizational development; salary and benefit administration
- English usage, spelling, grammar, and punctuation
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications
- Pertinent Federal, State, local codes, laws, and regulations

Ability to:

- Perform professional, technical and analytical personnel tasks

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- Understand City personnel programs and policies and interpret them to employees and the general public
- Understand the organization and operation of the City and outside agencies as related to the personnel function
- Effectively use job advertising sources, methods and techniques; assist with conducting job analyses and classification analyses
- Respond to personnel related requests and inquiries from City employees and the general public
- Collect, compile and analyze information and data
- Write clear, concise and accurate reports and job descriptions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Deliver quality customer service
- Organize and coordinate projects and prioritize activities to meet established deadlines
- Operate a variety of office equipment including a computer and associated word processing applications

Education: A Bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration, or other related field.

Experience: One year of experience in the recruitment, testing and examination under a merit system; employee benefits and/or general personnel administration.

License/Certification: Possession of a valid Class C California driver license and an acceptable driving record are required by time of appointment and throughout course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must meet the physical requirements of the class and have mobility,

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balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires vision to read printed materials and computer screen, and to observe patrons and situations; and hearing and speech to communicate in person, before groups, and over the telephone.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. November 2021/pa