

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PERSONNEL ANALYST / ~~PERSONNEL ANALYST, SENIOR~~

PERSONNEL COMMISSION APPROVAL: ~~FEBRUARY 21, 2007~~ (Revised)

COUNCIL APPROVAL: APRIL 2, 2007

JOB CODE: ~~0453~~ 0464  
EMPLOYMENT STATUS: REGULAR FULL-TIME  
UNIT REPRESENTATION: MEO NON-ASSOCIATED  
FLSA STATUS: EXEMPT  
EEOC CODE: PROFESSIONALS

**JOBDUTIES SUMMARY**

~~Under direct supervision, p~~Performs a wide variety of routine professional and, technical and analytical 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**

~~Personnel Analyst~~— Under direct supervision, ~~this~~The Personnel Analyst is the entry-level class in the Personnel Analyst series. This classification is distinguished from the Personnel Analyst, Senior by the performance of the more routine tasks and duties assigned to positions within the series. ~~Employees must have directly related work experience or education and are assigned benefits administration or recruitment, selection, testing and examination projects requiring independent judgment and initiative.~~ Incumbents are held directly responsible for the technical adequacy, prioritization and time management of their work. ~~Experience gained in this class may serve to meet minimum requirements for advancement to Personnel Analyst, Senior. It differs from the Senior Personnel Analyst~~

~~Personnel Analyst, Senior~~— Under general direction, this is the journey level class in the Personnel Analyst series. ~~Employees within this class are distinguished from the Personnel Analyst, Principal by the difficulty, scope, complexity, and autonomy of the work performed. Employees are typically assigned significant professional~~

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~~responsibilities requiring the exercise of independent judgment in the performance of all duties.~~

#### **EXAMPLES OF ESSENTIAL DUTIES**

- Plans, designs, and develops recruitment and selection materials and administers examinations for City positions;
- eComposes job bulletins and recruitment information; recommends, schedules and coordinates advertising activities in appropriate media;
- sScores and analyzes the results of written, oral, performance and other related employee selection examinations;
- rResponds to inquiries regarding employment opportunities with the City;
- aAssists with implementation of the City's comprehensive employee benefits programs, including health, dental, vision, pension, long-term disability, -457 accounts and employee assistance programs;
- aAssists with training to ensure compliance with the Family Medical Leave Act/ADA/FEHA requirements; ~~develops and revises classification specifications; conducts job analyses and prepares recommendations regarding classification of positions;~~
- iIdentifies issues; collects data; analyzes alternatives and makes recommendations;
- rResearches rules, regulations, laws, and policies in order to make recommendations on personnel matters;
- aAssists in the administration of labor agreements by ~~investigating complaints and grievances,~~ explaining contract provisions, and responding to inquiries from employees;
- eConducts routine studies and prepares and presents written and oral reports relating to various aspects of personnel administration; ~~develops, analyzes, and~~
- rResponds to salary and benefit surveys, ~~including establishing classification comparability's and analyzes results to prepare reports; participates in research, evaluation, and negotiation of proposed contractual obligations and agreements;~~
- eCoordinates assigned services and project activities with other City departments, divisions, ~~boards, committees, task forces,~~ external organizations, and the general public;
- rResponds to and resolves routine ~~difficult~~ and sensitive inquiries and complaints;
- aAttends and participates in professional group meetings;
- Creates and uses spreadsheets, databases, and other personal computer software applications

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- 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
- and 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**

*~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~*

#### **Knowledge of:**

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

#### **Ability to:**

- Perform professional, technical and analytical personnel tasks;
- ~~u~~ Understand City personnel programs and policies and interpret them to employees and the general public;
- ~~u~~ Understand the organization and operation of the City and outside agencies as related to the personnel function;
- ~~e~~ Effectively use job advertising sources, methods and techniques; assist with conducting job analyses and classification analyses;
- ~~r~~ Respond to personnel related requests and inquiries from City employees and the general public;
- ~~e~~ Collect, compile and analyze information and data;
- ~~w~~ Write clear, concise and accurate reports and job descriptions;
- ~~e~~ Communicate clearly and concisely, both orally and in writing;

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- ~~e~~ Establish and maintain effective working relationships with those contacted in the course of work;
- ~~d~~ Deliver quality customer service;
- ~~e~~ Organize and coordinate projects and prioritize activities to meet established deadlines;
- ~~e~~ Operate a variety of office equipment including a computer and associated word processing applications.

**Personnel Analyst**

**Education:** ~~Education equivalent to graduation from a four-year college with a~~ A Bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration, or other a-related field.

**Experience:** One year of experience in the recruitment, testing and examination under a merit system; employee benefits and/or general personnel administration. ~~A Master's degree in industrial relations, psychology, business or public administration may substitute for the experience required.~~

**RECLASSIFICATION REQUIREMENTS**

~~Upon satisfactory completion of two years of experience or one year of satisfactory job performance with possession of a Master's degree, incumbent will be eligible for reclassification to the classification of Personnel Analyst, Senior with departmental approval.~~

**Personnel Analyst, Senior**

**Education:** ~~Equivalent to graduation from a four-year college with a Bachelor's degree in industrial relations, psychology, business or public administration or a related field.~~

**Experience:** ~~A minimum of three years of experience in recruitment, testing and examination under a merit system; classification and compensation or general personnel administration. A Master's degree in industrial relations, psychology, business or public administration may substitute for one year of experience.~~

**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**

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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, 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.

Work involves sedentary to light work in an office environment. There is frequent need to sit for extended periods and to lift light objects (up to 15 pounds) and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Rev. November 2021/pa