

Associate Personnel Analyst

California State Personnel Board Specification

- **Schematic Code:** KY90
- **Class Code:** 5142
- **Established:** 01/13/1932
- **Revised:** 12/19/1979
- **Title Changed:** 02/01/1952

Definition

Under general direction, on the staff of the Personnel Board or in an operating agency to perform the more responsible, varied and complex technical work of the State personnel management program; to advise and assist operating officials; to act as leadperson for other staff personnel; and to do other related work.

Typical Tasks

Without detailed supervision or review, makes decisions and provides advice and assistance on varied and difficult personnel management problems; analyzes and classifies positions; gathers and evaluates pay data; conducts classification or pay surveys; prepares class specifications and allocation standards; prepares formal memoranda or reports on personnel matters and participates in the presentation of such matters before the Personnel Board or other official body; reviews proposed personnel actions for conformity with regulations, classification or pay standards or good personnel practice.

Prepares written examinations, writes test items, and does test research; develops techniques for the appraisal of education and experience; acts as chairperson of qualifications appraisal panels; administers or supervises the administration of tests; prepares examination publicity; plans, organizes, and coordinates recruitment programs.

Assists in the development of policies and procedures relating to the personnel management program of a State agency; assists in the recruitment and selection of employees; develops and administers staff development and training programs; prepares disciplinary proceedings; represents the agency before employees and employee organizations; develops departmental personnel rules and regulations; and supervises personnel record keeping and the operation of personnel procedures.

Interprets and explains civil service law, rules, and procedures; trains and supervises subordinate technical and clerical personnel; does research in specific areas of public personnel management; represents the agency at meetings and conferences; studies various personnel operating procedures; prepares reports, manuals, articles, and correspondence.

Minimum Qualifications

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

EITHER I

In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.)

OR II

Experience: Either

1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or

2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.

(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst. Range C.)

and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of pertinent experience, and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)

(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Knowledge and Abilities

Knowledge of: Applying principles and practices of public personnel management; classification and pay principle used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys; techniques of employee recruitment; employee relations and performance evaluation; test construction and source of test materials; principles, practices, and trends of public administration, and organization and management.

Skill in: Applying principles and practices of public personnel management.

Ability to: Perform research in various personnel fields; interpret and apply laws, rules, standards, and procedures; develop and administer training programs; analyze and solve difficult technical personnel problems; appraise qualifications of applicants and interview effectively maintain the confidence and cooperation of others; analyze data and present ideas and information effectively; train and supervise subordinates; assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.

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