

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: ASSOCIATE PERSONNEL ANALYST

Under the direction of the Director - Classified Personnel or Personnel Analyst, as assigned, assist in and support the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.

#### REPRESENTATIVE DUTIES:

Assist in and support the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level duties to assist the Director and Personnel Analyst with personnel functions. **E**

Assist in the design and construction of examinations considering applicability to the District, reliability and difficulty; assist in the development and implementation of validation methods. **E**

Assist in the development of written, oral, technical and performance examinations; assist in the design of interview forms and examination materials. **E**

Assist in overseeing, scheduling, and administration of examinations; assist in determining appropriate qualifications of raters and interviewers; assist in the selection and providing instructions to raters; recommend passing points and participate in qualification appraisal interviews. **E**

Analyze state and federal laws, regulations and guidelines concerning selection, examination and other personnel functions; recommend procedural changes to assure compliance with legal requirements. **E**

Conduct job analysis studies of positions and classifications utilizing interviews and questionnaires; prepare and revise class specifications; prepare study findings and implementation reports for submission to the Personnel Commission. **E**

Assist in the design and conduct of salary surveys and compensation studies; collect and analyze data and prepare reports and summaries. **E**

Interpret for classified employees, supervisors and administrators, merit system rules and regulations, labor agreements, personnel-related sections of the California Education Code and District policies related to classified personnel. **E**

Assist in providing technical expertise to the Personnel Commission; assist the Director and Personnel Analyst in preparation of the annual budget and annual report. **E**

Assist in the development of operating policies and procedures and recommend changes as appropriate. **E**

Assist in the coordination, preparation and maintenance of a variety of reports, records, lists and files; assist in and oversee the compilation and maintenance of a variety of statistical analysis reports and graphic presentations such as graphs and charts. **E**

Attend Personnel Commission meetings, disciplinary hearings, conferences and workshops, as directed, to maintain current knowledge of personnel trends and practices. Attend meetings and make presentations before large and small groups such as job fairs and proctoring examinations. **E**

Supervise, train, provide work direction to, and assist in the evaluation of department clerical support staff and examination proctors; monitor office workflow and assure compliance with established time lines, procedures and standard of quality. **E**

Monitor and arrange for equipment service and repair, recruitment/testing supplies such as application packets, brochures, bulleting, and related materials, and reorder, update, revise, and distribute as needed. **E**

Assist in developing, implementing, and coordinating automated and electronic methods of communicating the Personnel Commission's job vacancy announcements, meeting minutes, agendas, and application packet materials to relevant customer groups. **E**

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Principles and practices of public personnel administration and supervision.

Laws, rules, regulations involved in test creation and validation, compensation and classification activities.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.  
Modern office practices, procedures and equipment.  
Statistical analysis and prediction techniques.  
Operation of a Personnel Computer and/or computer terminal.  
Oral and written communication skills.  
Merit system rules and regulations.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of test creation, classification studies and salary surveys.  
Research methods and report writing techniques.

**ABILITY TO:**

Assist in and support the administration and supervision of a comprehensive and diversified personnel program for classified employees.  
Assist in the performance of professional-level personnel work relating to classification, compensation, examinations, test analysis and construction.  
Analyze jobs and identify skills, knowledge and abilities required for successful job performance.  
Plan and develop selection procedures and validation studies.  
Collect and analyze data and prepare clear, comprehensive reports.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Operate a Personnel Computer and/or a computer terminal  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide quickly and accurately.  
Plan and organize work.  
Meet schedules and time lines.  
Work independently with general direction.  
Use electronic media and internet resources to communicate with internal and external customers.  
Establish and maintain cooperative and effective working relationships with others.  
Provide work direction to clerical and other staff.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate of Arts degree with a major in personnel, public or business administration, psychology, behavioral science, statistics, or related field. A bachelor's degree in any of the above-mentioned fields is desirable. Additionally, one year of technical personnel experience in professional personnel functions is required. A master's degree in public, business, or personnel administration or related field may be substituted for the required experience.

Any combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.

**DISTINGUISHING CHARACTERISTICS:**

The Associate Personnel Analyst is the entry-level management classification in the Personnel management series. An Associate Personnel Analyst applies general personnel knowledge to a variety of duties and responsibilities, which should develop into the qualifications, required to become a Personnel Analyst. The received amount of supervision decreases as independent judgment increases and the incumbent progresses in skills, knowledge, and abilities. Incumbents must have exceptional analytical skills, reading comprehension, computer, and organizational skills.