

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: PERSONNEL ANALYST

Under the direction of the Director – Personnel Commission, assist in 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 the administration and supervision of a comprehensive and diversified personnel program for classified employees; perform professional-level duties to assist the Director with personnel functions. **E**

Design and construct examinations considering applicability to the District, reliability and difficulty; develop and implement validation methods. **E**

Develop written, oral, technical and performance examinations; design interview forms and examination materials. **E**

Oversee scheduling and administration of examinations; determine appropriate qualifications of raters and interviewers; select and provide 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**

Design and conduct 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**

Provide technical expertise to the Personnel Commission; assist the Director 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**

Coordinate the preparation and maintenance of a variety of reports, records, lists and files; 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 to maintain current knowledge of personnel trends and practices. **E**

Train and provide work direction to department clerical support staff; monitor office workflow and assure compliance with established time lines, procedures and standard of quality. **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 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 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.  
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 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 little direction.  
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: bachelor's degree in personnel administration, psychology or a related field and one year professional personnel experience including job analysis, classification, or test development and validation.

**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.