



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PERSONNEL ANALYST I - III

DEFINITION: Under direction, performs increasingly difficult and responsible duties relating to various aspects of personnel administration.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Journey-level; performs the duties of the class.

Grade Level II - Performs the complex duties of the class.

Grade Level III - Performs the most complex duties of the class.

EXAMPLES OF DUTIES:

- Interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures Manual, MOU's, Affirmative Action Plan, and relevant sections of the Administrative Rules and Regulations, City Charter, and Municipal Code;
- Develops and prepares personnel policies and procedures;
- Prepares and presents written and oral reports relating to various aspects of personnel administration;
- Develops, compiles and analyzes statistical data and surveys;
- Conducts special studies, audits, projects, and investigations;
- Researches, compiles and evaluates job analysis information and test validation data;
- Performs classification audits, studies and analyses and makes recommendations;
- Develops and coordinates outreach recruitment resources and activities;
- Prepares classification specifications;
- Prepares, schedules, coordinates, and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series;
- Develops, conducts and coordinates training and development programs;
- Makes oral presentations;
- May prepare or assist in the preparation of the departmental budget;
- May supervise subordinate personnel;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration or a closely related field, **and** two or more years of recent professional personnel or administrative experience which required that applicant obtain

PERSONNEL ANALYST I – III (continued)

a general knowledge of all or most of the following areas: recruitment, test development and validation, classification, salary administration, affirmative action and equal opportunity, employee training and development, labor relations, and general personnel administration.

A valid motor vehicle operator license may be required.

A Master's Degree in Public Administration, Business Administration, Industrial Relations, or a closely related field may be substituted for one year of the required experience.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

HISTORY:

Revision of Classification Specification dated 07/27/82, Equal Opportunity Technician consolidated with Personnel Analyst 07/01/79, Personnel Analyst - Civil Service (Examiner) consolidated with Personnel Analyst effective 01/08/85.

Approval/Adoption Dates: 01/15/85 - Human Resources Department