

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PERSONNEL ANALYST

BASIC FUNCTION:

Under the direction of Director- Classified Personnel, perform a variety of complex technical and

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Classification and compensation of classified personnel; resolve personnel-related issues and concerns in an appropriate and timely manner.

Serve as a technical resource to District personnel, applicants and the public regarding personnel functions; respond to inquiries and provide technical information concerning employment processes, policies, procedures, and Merit System Rules and Regulations.

Provide administrative support to the Director; respond to inquiries and provide assistance to staff, and the public; schedule appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and the public, schedule meetings, appointments, conferences and travel.

Work experience, reference and background information as needed; prepare and distribute acceptance and rejection notifications to applicants as appropriate.

Assist the Director-Classified Personnel maintain and update staffing and seniority lists; audit records for accuracy and completeness; update or make changes as needed.

Monitor evaluation process and related procedures for classified personnel; process employee evaluations and related documents; notify administrators of and follow-up on classified evaluations.

Prepare, assemble and distribute agenda packets for monthly Personnel Commission meetings; attend meetings and record proceedings in a prescribed

processing of new personnel.

Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities and requirements.

Establish and maintain manual and automated employee records and files.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compile and verify data and prepare reports.

Prepare announcements for job openings and place advertisements.

Distribute, screen and process employment applications and other personnel-related documents.

Process new personnel and conduct employee orientations as assigned.

Resolve personnel-related issues and concerns with discretion and confidentiality.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and timelines.

Type or input at an acceptable rate of speed.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources or related field and three years human resources experience involving recruitment and/or classification functions preferably in a public personnel office. Bachelor's degree in personnel administration, public administration, business administration, psychology, or a closely related field desirable. Experience working in a Merit System or civil service agency preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Ability to qualify and maintain qualification for District vehicle insurance coverage