



**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 9
Fiscal Year: 2008/2009
Posted Date: September 19, 2008

***AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)***

Item #	Class/Title
1	1241 Personnel Analyst

For additional information regarding the preceding proposed actions, please contact, Titus Whitehead at 557-4943

Requests to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1st floor, 44 Gough Street.

- cc:** All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, ERD
Carmela Villasica, ERD
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, ERD
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

JOB CODE TITLE: PERSONNEL ANALYST

CODE: 1241

Business Unit: COMMN, MTA, SFCCD, SFUSD

Definition:

Under general supervision, performs professional level personnel work in one or more of the following areas of activity: recruitment and selection, classification, salary administration, employee relations, and departmental personnel programs.

Distinguishing Features:

This class utilizes the deep class concept and encompasses multiple levels of responsibility from entry through the fully-experienced journey professional level. Incumbents with little or no experience in the duties of the class perform beginning-level professional work and perform at increasingly higher levels of responsibility that require a commensurate higher degree of ability and initiative as experience is gained. Fully experienced Personnel Analysts may be initially assigned the higher level duties. This class is distinguished from Senior Personnel Analyst which is the advanced journey level in this series and is assigned more difficult and complex work, may lead projects, and may supervise a small group of [clerical/technical personnel](#).

Deleted: Personnel Analysts

Supervision Exercised: This class does not supervise other professional employees, but may coordinate the work of clerical/technical personnel.

Examples of Important and Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Administers and maintains the classification plan; [designs and implements recruitment and selection plans](#); prepares class specifications in compliance with relevant laws and guidelines and insures consistency within class series and job families; [and](#) reviews personnel requisitions to ensure compliance with the classification plan.
2. Collects and analyzes data to determine important/essential duties and position allocation criteria; [and](#) interviews employees and supervisors to elicit and/or clarify job information and organizational relationships.
3. Conducts classification and salary surveys to determine prevailing classification and pay practices; collects, compiles and analyzes classification and wage data; conducts Charter mandated salary surveys; interprets and administers provisions of memoranda of understanding; implements pay provisions of arbitration awards, mediated and grievance settlements; [and](#) reviews, analyzes, and processes requests for special pay premiums in accordance with provisions of multiple memoranda of understanding.
4. Participates in the collective bargaining process by conducting compensation surveys to support the development of City's proposals; compiles salary and benefit data; researches compensation, classification and benefit plan data; [and](#) prepares comparability analyses and various reports in support of negotiation and arbitration.
5. Produces lists of eligibles for City employment: conducts job analyses, organizes recruitment activities, reviews employment applications, develops and administers selection devices, analyzes results, establishes passing scores, [and](#) creates eligible lists.
6. Provides information to departmental representatives, labor organizations, managers, employees, applicants, other agencies and the general public; interprets and explains personnel rules and policies; [investigates allegations/complaints of unfair employment practices](#); [and](#) represents employing department on personnel matters before boards and commissions and in meetings with other departments.

7. Responds to appeals or protests of personnel decisions and/or procedures; and prepares and submits reports to the Civil Service Commission and may present the case before the appellate body, hearing officers or arbitrators.

8. Prepares written materials including letters, reports, memoranda, and forms with the aid of a computer.

9. Assists in the development and maintenance of a departmental personnel program including hiring, training, performance evaluation, compensation, discipline and termination; prepares reports and analyzes data on position vacancies, workforce composition, and staffing needs; and provides consultation and information to managers regarding personnel issues.

10. Coordinates processing of personnel transactions; reviews requests to fill positions; directs and reviews the preparation of personnel requisitions; tracks the certification and selection process; directs and participates in the processing of appointments; and receives, reviews and processes personal services contracts.

11. Performs related duties and responsibilities, as assigned.

Knowledge of: Knowledge of: principles and practices of position classification including class concepts and levels, allocation factors, career ladders and class specifications; principles and practices of recruitment and selection including job analysis methodologies and test construction and validation; principles and practices of compensation including job evaluation systems and survey methods; and descriptive statistics including measures of central tendency and variability.

Ability to: Apply the principles, techniques and methods used in classification, recruitment and selection, and compensation; make accurate analyses and evaluations of personnel matters; comprehend and interpret federal, state and local laws, ordinances, regulations and guidelines such as City Charter provisions, Civil Service Commission Rules and employee organization agreements; learn to operate a networked personal computer using word processing, spreadsheet and database software; exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs; communicate clearly, concisely, well organized, and an effective manner; both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

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Education, Experience And Training Guidelines:

Minimum Qualifications:

Possession of a baccalaureate from an accredited college or university. Course work in the Social/Behavioral Sciences, Human Resources, Industrial & Organizational Psychology, or in Public/Business Administration is preferred.

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Substitution: Verifiable Professional personnel/human resources work experience experience performing duties equivalent to those of City class 1241 Personnel Analyst in one or more of the following areas may substitute for the required education on a year-for-year basis; recruitment and selection, classification, salary administration, employee relations, and departmental personnel programs. (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

Effective date: 3/23/98

Amended date: 3/30/06; 8/15/08

Deleted: Experience in City classes other than 1241 must be documented in accordance with Civil Service Commission Rule 109 in order to be treated as qualifying

Reason for Amendment: to accurately reflect the current tasks, knowledge, skills, and abilities for various

positions in the class and define the minimum qualifications standards required for positions in different City departments.

DSW Note: All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

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Deleted: **Effective date:** 3/23/98¶

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Amended date: 3/30/06¶

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Reason for Amendment: This class specification has been amended for format only.¶

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