

**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: 09
Fiscal Year: 2010/2011
Posted Date: September 07, 2010

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

Item #	Class/Title
1	1241 Personnel Analyst

Item #	Class/Title
2	1244 Senior Personnel Analyst

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, 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, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

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

**Title: PERSONNEL ANALYST
Job Code: 1241**

INTRODUCTION

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.

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

MAJOR, 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,

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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.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

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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MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

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

Substitution: Verifiable professional personnel/human resources work experience performing duties equivalent to those of City and County of San Francisco Class 1241 Personnel Analyst in one or more of the following areas may substitute for up to two years of the required education on a year-for-year basis: recruitment and selection, classification, salary administration, employee/labor relations, and Equal Employment Opportunity (EEO) programs. ~~departmental personnel programs.~~ (One year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework.)

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 1244 Senior Personnel Analyst

ORIGINATION DATE: 3/23/98

AMENDED DATE: 3/30/06; 9/26/08, 9/1/10

REASON FOR AMENDMENT

To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.

BUSINESS UNIT(S): COMMN, SFMTA

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

**Title: SENIOR PERSONNEL ANALYST
Job Code: 1244**

INTRODUCTION

Under direction, performs difficult and responsible professional and technical personnel work in the areas of recruitment, examinations, classification and salary administration; may perform technical work in other phases of personnel administration and thereby serve in an important resource capacity; may direct and supervise subordinate employees engaged in various aspects of personnel management; prepares a variety of memoranda, reports and records; and performs related duties as required.

Requires responsibility for: Carrying out, interpreting, explaining and enforcing existing policies, methods and procedures relating to personnel administrative matters; making regular contacts with employees, employee representatives, department heads, other agencies and personnel at various levels to furnish and obtain information; gathering, preparing, compiling, reviewing and maintaining important personnel information reports and records.

DISTINGUISHING FEATURES

Major assignments at this senior level may include: (1) serving as a team leader in the areas of recruitment, examinations and classification, or (2) serving as an assistant team leader, or (3) performing difficult and specialized personnel work and thereby serving as a resource individual for special problems.

SUPERVISION EXERCISED: May supervise the work of subordinate analysts or technical/ clerical personnel.

MAJOR, 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. Serves as a team leader or assistant team leader in the performance of professional personnel activities in the areas of recruitment, examinations and classification; supervises recruitment activities, including announcement preparation, sources for recruiting, correspondence and application review; prepares test items and constructs written examinations; directs and participates in classification studies of individual positions, class series and entire City departments.
2. Prepares and reviews drafts of examination announcements, with particular emphasis on appropriate Minimum Qualifications; supervises subordinate staff in recruiting efforts by correspondence, telephone or personal visits; prepares and places advertisements for recruitment purposes in a variety of publications; assigns applications for pending examinations to subordinates for review and analysis; personally reviews those applications requiring a high degree of judgment regarding acceptance or rejection; may interview individual applications.
3. May develop test items and construct written examinations; plans examination subject matter and determines relative weights to various parts of the examination; investigates and makes recommendations on protested test items; recommends members of oral interview boards and

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may serve on such boards as either a rater or secretary.

4. Conducts investigations and surveys concerning the duties, responsibilities and qualifications of positions in the classified service, and may supervise other analysts in performing similar duties; makes field and desk audits of work performed; confers with immediate supervisors and administrators, as well as with individual employees; prepares summary reports of findings, conclusions and recommendations; makes investigations of new positions on the basis of duties statements and field surveys; prepares summary report of findings, conclusions and recommendations; prepares class specifications for new classifications or revises existing class specifications.

5. Directs and supervises the activities and personnel of a regular or special recruitment unit; determines staffing assignments relative to the review of employment applications for limited tenure appointments and pending regular examinations; supervises the determination of rankings and ratings of applicants according to Commission Rules and administrative guidelines.

6. Participates in the collection and evaluation of salary and wage data; supervises the conducting of salary studies for various crafts, police and fire department positions, municipal transit operating personnel and others; supervises special survey studies under contractual agreement; supervises and participates in the preparation of the annual salary ordinance and salary standardization ordinance; supervises and participates in the preparation and formulation of the ordinance governing prevailing wages to be paid on public contracts for construction.

7. May be assigned to a special project involving the planning, research, development or implementation of a technical phase of personnel administration; in this connection prepares various memoranda, correspondence, records and reports with recommendations when appropriate.

8. Confers with employees, department heads, labor representatives and personnel analysts of other jurisdictions regarding recruitment, examinations, compensation plans, position allocations, data evaluation, contract provisions and other pertinent information; supervises and participates in studies pertaining to a wide variety of personnel matters; prepares memoranda, reports, records and charts of data obtained and makes recommendations thereon.

9. Performs related duties and responsibilities as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge, ~~Abilities and Skills: Requires considerable knowledge~~ of: the principles and practices of modern personnel and public administration and management organization, especially as they apply to the efficient conduct of recruiting, examining, position classification and compensation systems; ~~good knowledge of:~~ applicable City Charter provisions, relative ordinances, Civil Service Rules and Regulations; and operation and organization of the various City departments and agencies.

~~Requires~~ Ability and Skill to: make accurate and sound analyses and evaluations of

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personnel problems; deal courteously, tactfully and effectively with department heads, employees and others; supervise subordinates in performing recruiting, examining, classification or salary administration work; and prepare clear, concise, accurate and cogent reports.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

~~Training and Experience: Requires completion~~

1. ~~Possession of a four year college or university, with a baccalaureate degree from an accredited college or university, with major course work in public administration, business administration, psychology, political science, economics or a related field; plus at least one course in statistics through correlation. AND~~
2. ~~Requires at least four Three (3) years of increasingly responsible verifiable professional personnel experience in the technical phases of recruitment, examining, position classification or compensation administration; or an equivalent combination of training and experience. equivalent to the level of City and County of San Francisco class 1241 Personnel Analyst.~~

Substitution: Additional qualifying work experience as a professional personnel analyst may be substituted for up to two years of the required education on a year-for-year basis (30 semester/ 45 quarter units equals one year).

PROMOTIVE LINES

To: 1246 Principal Personnel Analyst

From: 1241 Personnel Analyst

ORIGINATION DATE: 9/27/71

AMENDED DATE: 9/1/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFMTA