

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date October 22, 2008

Re: **Notice of Proposed Classification Actions – Final Notice No. 9 FY 2008/2009 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective September 26, 2008.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Kerry Ko", written over a horizontal line.

Kerry Ko
Deputy Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
_____ (contact person @ dept)

John Leon, DHR
Linda Cosico, DHR
Micki Callahan, DHR
Steve Ponder, ERD
Christina Fong, ERD
Rich David, ERD
Carmela Villasica, ERD
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File

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

Title: Personnel Analyst

Job Code: 1241

Business Unit: COMMN, SFMTA, SFCCD, SFUSD

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.

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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.

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 which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Possession of a baccalaureate 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 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.)

ORIGINATION DATE: 3/23/98

AMENDED DATE(S): 3/30/06; 9/26/08

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.
