

CLASSIFICATION SPECIFICATION

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|---------------------------|-------------|-------------------------|-----------------|
| FLSA: | NEXP | Job Code: | ACV73643 |
| Job Class Code: | 360 | Salary Schedule: | ASRRHR |
| EEO Category: | 02 | Grade: | 20 |
| Workers Comp Code: | 8810 | | |

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|------------------------------|-----------------|------------------------|--|
| Job Code Established: | 07/01/97 | Effective Date: | |
| Job Code Revised: | 01/01/01 | Effective Date: | |

JOB CODE SERIES: Personnel Management Series

JOB CODE TITLE: PERSONNEL ANALYST III

HRIS TITLE: PERSONNEL ANALYST III

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for professional personnel work of considerable difficulty, serving as a lead analyst over other professionals in one or more areas of personnel administration; or functions in a highly specialized technical area; and performs related work as required.

The Personnel Analyst III is distinguished from the Personnel Analyst II by lead responsibilities which include scheduling, prioritizing, assigning and reviewing the work of several journey level professionals or by planning, developing, and implementing specialized, technical personnel functions. The class is distinguished from the Personnel Manager I which has full supervisory and program responsibility.

EXAMPLES OF DUTIES: Schedules, prioritizes, assigns, trains, and reviews the work of professionals staff; approves leave requests; participates in hiring, performance evaluations and disciplinary actions; provides technical assistance to staff; provides training and guidance to professional staff; coordinates activities with other operational units and agencies; develops a variety of applicant evaluation and selection tools; conducts validity and reliability studies; recommends changes in procedures designed to improve operations; recommends changes in rules and regulations as necessary; participates in unit planning activities; performs a variety of skilled professional work relative to the assignment; prepares a variety of reports; participates in budget preparation; and attends meetings and conferences.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: public personnel policies, procedures, and regulations relative to the assignment; departmental operations.

Skill/Ability to: analyze and resolve problems; ability to assign, review and evaluate the work of others; prioritize and plan; establish and maintain effective relations with those contacted in the course of work.

Skill in: oral and written communication.

SPECIAL SELECTION FACTORS:

One year experience as a Personnel Analyst II; OR three years of experience in professional personnel work. A Bachelor's degree in Personnel Management or a closely related field may substitute for one year of the professional personnel work experience.