Personnel Analyst

University of California, Los Angeles
March, 1973

Class Specifications - F.20
Principal Personnel Analyst II - 7660
Principal Personnel Analyst I - 7661
Senior Personnel Analyst - 7662
Personnel Analyst - 7663
Assistant Personnel Analyst - 7664

SERIES CONCEPT

Personnel Analysts conduct or supervise responsible and complex personnel analysis requiring a knowledge of over-all University personnel policy, procedures, and goals as well as a thorough knowledge of the campus personnel program; and perform other related duties as required.

Incumbents act as the campus Personnel Office representatives for a number of departments; provide staff assistance to the Personnel Manager; review and allocate continuing and new positions to the appropriate class within established classification standards; develop classification standards for new classes and review appropriateness of standards for existing classes; conduct surveys regarding pay data, employment practices, and policies; develop salary and policy recommendations; project salary range adjustment needs; advise departmental administrators on actions involving promotion, demotion, transfer and other personnel actions; review requests for exceptions to personnel policies; advise departmental administrators on organization in regards to staffing, work distribution, work methods, and related matters; and represent the Personnel Office to employees, employee organizations, and other groups.

The Personnel Analyst is expected to have a broad knowledge of, and be able to apply the doctrines, theories, and practices within the field of personnel analysis and administration.

CLASS CONCEPTS

Principal Personnel Analyst II and I

Incumbents are responsible for supervising or performing the highest level of personnel analysis. Positions are allocated to these levels by the Chancellor or Vice President on the basis of internal comparison with Staff Officer I and II classes and the nature and scope of responsibilities, the role of the position in the over-all management function, and the specialized requirements of the work.

Senior Personnel Analyst

Incumbents (a) have responsibility for a large group of campus departments and supervise other Personnel Analysts, or (b) have continuing campus-wide responsibility for one or more of the functional areas of the personnel program such as salary administration, employee relations, management development, and training, and usually supervise other professional employees, or (c) conduct
responsible and complex analysis of personnel rules, policies, classification standards, salary ranges and other areas on a University-wide basis. Personnel analysis duties are performed under minimal supervision and work is reviewed in terms of meeting specific goals and objectives.

Typically at this level, incumbents develop and recommend new campus-wide or University-wide personnel programs, policies, and procedures; review the needs of the campus and University, and make recommendations for changes in the Personnel program; provide advice and assistance to other Personnel Analysts on the more difficult problems; represent the Personnel Office in discussion with outside organizations and agencies; and supervise the work of other Personnel Analysts.

**Personnel Analyst**

Incumbents perform responsible and complex professional personnel analysis with only general supervision. The majority of personnel analysis duties in a campus Personnel office are performed at this level.

Typically at this level, incumbents review and allocate continuing and new positions to the appropriate class; develop classification standards for new classes and review appropriateness of standards for existing classes; conduct surveys regarding pay data, employment practices and policies; develop salary and policy recommendations; advise departmental administrators on action involving promotion, demotion, transfer, and other personnel actions; review requests for exceptions to personnel policies and make recommendations; and provide advice to departmental administrators in a variety of personnel areas.

**Assistant Personnel Analyst**

Incumbents perform personnel analysis under the supervision of higher level Personnel Analyst. Assignments may be more limited than those at the Personnel Analyst level, but the primary distinction is the degree of independence with which the incumbent performs a wide variety of personnel analysis functions.

**MINIMUM REQUIREMENTS**

**Principal Personnel Analyst II**

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and seven years of experience in personnel analysis or administration: or an equivalent combination of education and experience.

**Principal Personnel Analyst I**

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and six years of experience in personnel analysis or administration; or an equivalent combination of education and experience.
Senior Personnel Analyst

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and four years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

Personnel Analyst

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field, and two years of experience in personnel analysis or administration; or an equivalent combination of education and experience.

Assistant Personnel Analyst

Graduation from college with a major in business administration, public administration, industrial psychology, or an allied field; or an equivalent combination of education and experience.

Note: Master's degree in business administration, public administration, industrial psychology, or an allied field, may be substituted for one year of the required experience.