

PERSONNEL ANALYST (1731)

Task List

JOB ANALYSIS

1. Analyzes job classification information such as demographics, number of incumbents by department, and reporting structure obtained through the City's payroll system (PAYSR), the Position Summary webpage, City department representatives and other City sources to identify and determine the number of job experts necessary to participate in validation studies, test development, and to document such information in the job analysis or examination material.
2. Conducts job observations by meeting with job experts at worksites, asking job experts questions related to their job duties, documenting tasks being performed, and taking pictures to ensure a clear understanding of the job in order to gather information that can be used in completing a job analysis.
3. Schedules meetings with job experts through email or by phone to participate in test development and/or job analysis meetings.
4. Leads job analysis meetings by providing job experts with oral instructions and going over written instructions on forms pertaining to the process in order to identify and link the specific tasks and competencies of the job being analyzed.
5. Creates task statements describing the specific duties performed by job incumbents and identifies the specific competencies necessary for the job with input from job experts in order to finalize a task list, competency model, and link tasks with competencies in order to complete a job analysis for a specific job classification.
6. Writes or revises tasks and competencies using computer programs, including Microsoft Word and Google Documents, based on information obtained from job experts and job classification documentation.
7. Completes job analysis documentation using computer programs, including Microsoft Word and Google Documents, in order to finalize the list of tasks, competencies, and linkages.

TEST DEVELOPMENT

8. Writes test items electronically or by hand by using job analysis information and working with job experts, analyzing statistical information, and/or by referencing information to be used for various examination components including multiple-choice tests, training and experience questionnaires (T&Es), interviews, and written tests.
9. Instructs interview raters prior to the administration of interviews by conducting briefings to establish guidelines and procedure for properly conducting interviews including the types of questions that can be asked, documenting job related information, and keeping the length of interviews consistent.
10. Monitors the proctoring of various tests such as performance tests by providing instructions to and answering questions from proctors, and raters, and answering questions from candidates in order to ensure the testing process is properly followed.

11. Creates and revises rating sheets, test booklets, and briefing instructions using computer programs, such as Microsoft Office, to be used for various types of tests, including written tests, interviews, and performance tests, in order to properly evaluate candidates and document performance.
12. Monitors the administration of Civil Service interviews, performance tests, or other administered tests by reviewing rating worksheet material, length of administration, and discussing any potential issues with the raters, candidates, and proctors in order to ensure examinations are completed in accordance with Civil Service Rules and Personnel Department rules, policies, and procedures.
13. Writes technical reports using computer programs, such as Microsoft Office, detailing the test results of a multiple-choice test by indicating the level of difficulty of items, percentage of correct responses, reliability data, and correlation information in order to identify item performance and determine items that should be eliminated, edited, or kept.
14. Communicates verbally and in writing, including through email, with various City departments and other City employees regarding City of Los Angeles rules, policies, and procedures, such as Civil Service status, position classification, Rules of the Board of Civil Service Commissioners, City Charter and Administrative Code provisions, training opportunities, Memoranda of Understanding interpretation, service ratings, job opportunities, and employee rights in order to assist departments and employees with the interpretation and proper application of these rules, policies, and procedures.

EMPLOYEE LEAVE, RETURN TO WORK, AND WORKERS' COMPENSATION

15. Complete, verify, and process forms and documentation for employee leaves, such as Family Medical Leave packages, work injuries, and reasonable accommodations.
16. Conduct interactive process regarding employee requests for reasonable accommodations by interviewing and meeting necessary parties, such as the employee, the employee's supervisor, and/or the department's third party representative in order to ensure the employee's request is addressed in accordance with the employee's and department's needs.

EMPLOYEE RELATIONS AND EQUAL EMPLOYMENT OPPORTUNITY

17. Investigates various employment issues and claims by interviewing individuals such as the employee and supervisor involved, researching MOU provisions, Civil Service Rules, and Personnel Policies, such as the grievance process and recommends solutions by discussing their findings with management and/or completing a written formal report for a variety of personnel and related administrative matters including discipline, grievances, and other employee relations matters, employee safety, and workers' compensation issues in order to ensure these matters are handled in accordance with City of Los Angeles rules, policies, and procedures.
18. Consults with representatives from the Office of Discrimination and Complaint Resolution (ODCR) verbally and through email correspondence regarding City policies in order to ensure all complaints are handled in accordance with federal, state, and City of Los Angeles laws, policies, and procedures.

19. Meets with members of department management, supervisors, employees and/or their union representatives to discuss and resolve a variety of personnel matters, including disciplinary issues, MOU interpretations, EEO policies, and other workplace disputes in order to reconcile differences between employees and their management.
20. Prepares for department arbitration cases by reviewing relevant documents, such as an employee's personnel file, interviewing and preparing witnesses to testify, and/or writing a summary of the case to be presented at arbitration hearings in order to ensure the department is able to sufficiently present and defend its case at an arbitration hearing.
21. Serves as department Personnel representative during employee appeal hearings, including employee appeals of suspensions, arbitration and/or other labor negotiations, such as during the collective bargaining process, by presenting applicable information such as case evidence or other labor information in order to protect the interests and position of the department.
22. Informs and advises departments on the development and implementation of changes in equal employment laws and programs, such as the implementation and policies for gender neutral restrooms, and reviews personnel programs, policies and procedures for their equal employment opportunity compliance in order to ensure compliance with federal, state, and City of Los Angeles laws.

CLASSIFICATION

23. Conducts position and classification audits by reviewing documents, such as MOU agreements, and reviews position descriptions to analyze duties and responsibilities and recommends the proper allocation of positions.
24. Reviews and makes recommendations on a variety of personnel requests received from various departments for various personnel actions, such as emergency appointments or requests for restoration following resignation from City service or probationary termination.

TRAINING

25. Analyzes and makes recommendations on new and/or existing training and development programs as directed based on management objectives and changing laws by researching training topics and methods, reviewing trainee satisfaction survey results, and/or consulting with management in order to improve the effectiveness of City or departmental training and development initiatives.
26. Writes training and development program materials, such as handouts and presentations, using computer programs, such as Microsoft Office Word and PowerPoint in order to ensure training programs are delivered in a standardized manner and all training objectives are met.
27. Presents training and development programs using prepared materials and various instructional techniques, such as role playing, team exercises, group discussion, videos, and or lectures in order to help employees maintain or improve job skills.
28. Coordinates upcoming department trainings by confirming training facility location, securing necessary training equipment, such as a computer and projector,

confirming training presenters, copying and preparing hardcopy training packages, accepting nominations for training attendees from supervisors or management, and sending out training session confirmations via email to attendees in order to ensure training sessions are implemented in an organized manner.

EMPLOYEE ONBOARDING AND BENEFITS

29. Conducts new employee onboarding and orientation by meeting with new employees to complete new hire paperwork, such as W-2 and I-9 forms, providing department policies and procedures manual, and/or describing the functions of the department in order to ensure new hires successfully transition to City employment.
30. Answers questions from employees and supervisors regarding employee benefits, such as deferred compensation, medical, dental, sick leave monitoring, and City Rideshare Program components.

OTHER DUTIES

31. Completes personnel request for budgeted and non-budgeted positions by providing position information, such as the job description and where position will be organizationally assigned on the department organization chart, to staff that is responsible for budget preparation in order to complete justifications for additional staffing for department.
32. Appears before the City Council and its Committees, Board of Civil Service Commissioners, Employee Relations Board, other governmental or community bodies, and employment compliance agencies to present or defend staff recommendations or actions on a variety of personnel-related issues.
33. Writes complex, detailed and persuasive narrative reports with sound recommendations using computer programs, including Microsoft Word regarding a variety of personnel related topics based on independent research and analysis for submission to management.
34. Responds to questions from management received in person, via an email, and/or via a phone call, regarding various personnel related policies and procedures, such as the application of City hiring standards, City policy for granting employee time off for voting, in order to ensure these matters are handled in accordance with City of Los Angeles rules, policies, and procedures.
35. Plans and implements recruitment programs for a wide variety of positions in order to meet City hiring needs and increase diversity in various job classifications.
36. Supervises or acts as lead worker to Administrative Clerks and/or other Personnel Analysts.