



Date: November 6, 2019
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–
PERSONNEL ANALYST**

Correspondence has been received from Alejandrina Basquez, Director of Human Resources, requesting the Civil Service Commission approval for the revised classification specification of Personnel Analyst. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification of Personnel Analyst is currently used in the Department of Human Resources and the Civil Service Department.
- The proposed changes to the Personnel Analyst classification specification include the following:
 - Distinguishing Characteristics Section:
Addition of a new grade level IV description. This new grade level will allow for flexibility to assign staff to serve as a lead over clerical and/or professional level personnel engaged in human resource or civil service administrative functions or to perform higher level duties such as developing citywide management strategies in labor relations or civil service policies and procedures. It would also afford incumbents with the ability to promote to a higher level and provide the ability to gain experience performing duties that would be beneficial for the next promotional level of management job classifications.
 - Example of Duties Section:
Added language “conducts employee benefit program administration”.
 - Requirements to File Section:
Added “Current City employee” to experience substitution language. This language will specify that City employees can substitute experience for the higher education requirements.
 - Desirable Qualifications Section:
Removal of the desirable qualifications (i.e. PHR, SHRM, etc.) listed on the classification specification. Departments can add this type of information to a recruitment process as needed.

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- Staff has been in communication with the Department of Human Resources and impacted departments along with the employee associations regarding the proposed changes to the Personnel Analyst classification. All parties have been notified that this request is on today's agenda. Both the Department of Human Resources and Civil Service Department support the approval of the revised classification specification.

Recommendation

- In accordance with Section 1101(d) of the City Charter, staff recommends that the Civil Service Commission adopt the changes to the classification specification for Personnel Analyst.
- A representative from the Department of Human Resources will be present to respond to any questions from the Civil Service Commission.




City of Long Beach
Working Together to Serve

Memorandum

Date: October 31, 2019

To: Civil Service Commission

From: Alejandrina Basquez, Director of Human Resources 

Subject: **Request for Changes to Personnel Analyst Classification Specification – Update**

The Department of Human Resources met with the new Civil Service Commission Executive Director and Civil Service Commission staff to review the Personnel Analyst classification specification and the proposed Personnel Analyst job bulletin in preparation for the upcoming Personnel Analyst civil service examination process. We proposed additional modifications to the classification specification as follows:

- Removal of the desirable qualifications (i.e. PHR, SHRM, etc.) listed on the class specification. Departments can add this type of information to a position specific department recruitment process as needed.
- Add "Current City employee" to experience substitution language. This language will specify that City employees can substitute experience for the higher education requirements. This will ensure that candidates with the most relevant work experience have a better chance of succeeding in the civil service exam.
- Add conducts "employee benefit program administration".

Human Resources staff worked with Civil Service and impacted departments to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent associations, we are now requesting the Civil Service Commission to adopt changes to the existing Personnel Analyst classification specification by adding a new IV level paygrade referenced in the original request dated June 20, 2019 and additional modifications included in this memo.


If you have any additional questions, please do not hesitate to contact me at (562) 570 - 6140 or Dana Anderson, Manager of Labor Relations at (562) 570 - 6254.

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City of Long Beach
Working Together to Serve

Memorandum

Date: June 20, 2019
To: Civil Service Commission
From: Alejandrina Basquez, Director of Human Resources 
Subject: Request for Changes to Personnel Analyst Classification Specification

The Department of Human Resources requests the Civil Service Commission to adopt changes to the existing Personnel Analyst classification specification by adding a new IV level paygrade. The proposed change would be accomplished by adding a new IV level grade description under job classification the Distinguishing Characteristics Section. The proposed Personnel Analyst IV will not change the current minimum qualifications or skill, knowledge's and duties description.

The additional paygrade will provide the Human Resources Department with flexibility to assign staff to serve as a lead over clerical and/or professional level personnel engaged in human resource or civil service administrative functions or to perform higher level duties such as developing citywide management strategies in labor relations or developing difficult and complex Citywide human resource or civil service policies and procedures. The proposed Personnel Analyst IV would perform their assignments with minimal supervision. The proposed change would afford incumbents with the ability to promote to a higher level and provide the ability to gain experience performing duties that would be beneficial for the next promotional level of management job classifications.

The new grade level will apply to Human Resources Department and Civil Service Department staff as described below. The requested changes are as follows:

- Title – Personnel Analyst I-IV
- Grade Level IV - Within the Labor Relations Bureau or Personnel Operations Bureau of the Department of Human Resources, or Civil Service Department, acts as a lead to subordinate personnel. At this level, employees are responsible for overseeing work assignments of other professionals or have regular assignments that require contributing significantly to the development of management strategies on labor relations or the development of difficult and complex Citywide human resources or Civil Service policies, procedures, and best practices.

If you have any additional questions, please do not hesitate to contact me at (562) 570- 6140 or Fred Verdugo, Deputy Director of Human Resources at (562) 570- 5045. I will be present at the Civil Service Commission meeting for any questions.

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Attachment – Personnel Analyst I – IV Classification Specification



CLASSIFICATION SPECIFICATION

TITLE: PERSONNEL ANALYST I-IV

DEFINITION: Performs a wide variety of increasingly difficult and responsible duties in support of various aspects of personnel and human resources administration.

DISTINGUISHING CHARACTERISTICS:

- Grade Level I - This is the entry level. Under general supervision, the employee carries out a range of professional assignments while learning the methods and duties of the class.
- Grade Level II - This is the journey level. Under general direction, the employee performs an expanding range of professional assignments in a developing capacity.
- Grade Level III - This is the advanced level. Under general direction, the employee performs a full range of professional assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.
- Grade Level IV - Within the Labor Relations Bureau or Personnel Operations Bureau of the Department of Human Resources and Civil Service Department, acts as a lead to subordinate personnel. At this level, employees are responsible for overseeing work assignments of other professionals or have regular assignments that require contributing significantly to the development of management strategies on labor relations or the development of difficult and complex Citywide human resources and Civil Service policies, procedures, and best practices.

EXAMPLES OF DUTIES:

- Performs professional personnel staff assignments by researching, analyzing and interpreting information and preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems;

- Interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, collective bargaining agreements, Equal Employment Opportunity plan, and relevant sections of the Administrative Rules and Regulations, City charter, municipal code, Myers-Milias Brown Act (MMBA), and Public Employment Relations Board (PERB) rulings;
- Develops and implements new or revised programs, systems, procedures, and methods of operation;
- Prepares and presents written and oral reports relating to various aspects of personnel administration and labor relations;
- Develops, compiles, and analyzes statistical data and surveys;
- Conducts various personnel and disciplinary investigations;
- Develops recommendations for resolution of inquiries and complaints to both the internal organization and external agencies;
- Researches, compiles, and evaluates job analysis information and test validation data;
- Develops employment selection examinations, performs analysis for validation studies, and modifies tests based on analysis;
- Coordinates, schedules and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series;
- Develops classification specifications and conducts special studies, audits, projects, and makes recommendations;
- Develops and coordinates outreach recruitment resources and activities;
- Develops, coordinates, and conducts employee training and development programs and employee benefit programs;
- May provide professional and technical support to City-wide management and supervisory personnel regarding employment, disciplinary and performance issues, and grievance policies and procedures and make recommendations regarding personnel related issues;
- May assist in formulating and implementing bargaining strategies and techniques;
- May conduct research in preparation for negotiations, fact-finding or grievance arbitration;
- May assist in negotiations of wages, hours, and other terms and conditions of employment;
- May assist active employees with the interpretation and application of CalPERS rules and regulations;
- May serve as the liaison between the City and CalPERS regarding retirement training, counseling, and post-retirement follow-up;

- May coordinate automation projects, write specifications, work plans, and time estimates;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable federal, state, and local laws, regulations, and ordinances;
- Knowledge of principles and terminology of employment selection, position classification, and salary administration;
- Knowledge of job analysis methodology;
- Knowledge of principles and practices of effective customer service techniques;
- Ability to operate a personal computer and business software;
- Ability to understand and interpret policies and procedures and explain them to others;
- Ability to collect, evaluate, and interpret data and make sound recommendation on complex issues;
- Ability to write clear, concise reports, and other materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to use critical judgement in the evaluation of data and the development of plans, tests, reports, and other materials;
- Ability to establish and maintain working relationships with those encountered in the course of work, including various levels of professional, managerial, administrative, and technical personnel.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree from an accredited college or university in Business or Public Administration or a closely related field;
- Two or more years of paid, full-time equivalent, recent professional personnel or administrative experience which required that applicant obtain a general knowledge in any of the following areas: recruitment, test development and validation, classification, compensation, disability accommodation or leave administration, equal employment opportunity, employee training and development, labor relations, and general personnel administration;

- Current City of Long Beach employees may substitute one year of relevant paid, full-time equivalent professional experience in the classification of Personnel Assistant or Assistant Administrative Analyst for each year of required college education on a year-for-year basis.
- A Master's Degree in Public Administration, Business Administration, Organizational Development, Industrial Relations, or a closely related field may be substituted for one year of the required experience.
- A valid California Driver license may be required.

HISTORY:

Revision of Classification Specification dated 07/27/82, Equal Opportunity Technician consolidated with Personnel Analyst 07/01/79, Personnel Analyst - Civil Service (Examiner) consolidated with Personnel Analyst effective 01/08/85.

Approval/Adoption Dates: 01/15/85 - Human Resources Department

Established: 01/15/1985

Revised 01/28/15 - Human Resources Department

03/04/15 - Civil Service Commission 2015

Grade level IV added on 11/06/2019

Approval/Adoption Date: 11/06/2019

TITLE: **PERSONNEL ANALYST I-IV**

DEFINITION: ~~Under direction, performs~~ **Performs** a wide variety of increasingly difficult and responsible duties in support of various aspects of personnel and human resources administration.

DISTINGUISHING CHARACTERISTICS:

Grade Level I ~~Journey--~~ This is the entry level; ~~performs the~~. Under general supervision, the employee carries out a range of professional assignments while learning the methods and duties of the class.

Grade Level II ~~Performs the complex duties of the class.~~

Grade Level III ~~Performs the most complex duties of the class with little direction; may supervise.~~

Grade Level II - This is the journey level. Under general direction, the employee performs an expanding range of professional assignments in a developing capacity.

Grade Level III - This is the advanced level. Under general direction, the employee performs a full range of professional assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available but require adaptation or interpretation to determine appropriate courses of action.

Grade Level IV - Within the Labor Relations Bureau or Personnel Operations Bureau of the Department of Human Resources and Civil Service Department, acts as a lead to subordinate personnel. At this level, employees are responsible for overseeing work assignments of other professionals or have regular assignments that require contributing significantly to the development of management strategies on labor relations or the development of difficult and complex Citywide human resources and Civil Service policies, procedures, and best practices.

EXAMPLES OF DUTIES:

- Performs professional personnel staff assignments by researching, analyzing and interpreting information and preparing correspondence and reports with recommendations to management on diverse personnel administration activities, issues, and problems;

- Interprets the Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, MOU's collective bargaining agreements, Equal Employment Opportunity ~~Plan~~plan, and relevant sections of the Administrative Rules and Regulations, City ~~Charter, Municipal Code~~, charter, municipal code, Myers-Millas Brown Act (MMBA), and Public Employment Relations Board (PERB) rulings;
- Develops and implements new or revised programs, systems, procedures, and methods of operation;
- Prepares and presents written and oral reports relating to various aspects of personnel administration and labor relations;
- Develops, compiles, and analyzes statistical data and surveys;
- ~~Conducts special studies, audits, and projects, such as classification and compensation studies;~~
- Conducts various personnel and disciplinary investigations;
- Develops recommendations for resolution of inquiries and complaints to both the internal organization and external agencies;
- Researches, compiles, and evaluates job analysis information and test validation data;
- Develops employment selection examinations, performs analysis for validation studies, and modifies tests based on analysis;
- Coordinates, schedules and administers a variety of written, performance and oral employment examinations, including those in the public safety promotional series;
- ~~Prepares~~Develops classification specifications;
- ~~Performs classification and conducts special studies,~~ audits, ~~studies and analyses projects,~~ and makes recommendations;
- Develops and coordinates outreach recruitment resources and activities;
- Develops, coordinates, and conducts employee training and development programs and employee benefit programs;
- ~~Makes oral presentations;~~
- May provide professional and technical support to ~~city~~City-wide management and supervisory personnel regarding employment, disciplinary and performance issues, and grievance policies and procedures, and make recommendations ~~to~~regarding personnel related issues;
- May assist in formulating and implementing bargaining strategies and techniques;
- May conduct research in preparation for negotiations, fact-finding or grievance arbitration;
- May assist in negotiations of wages, hours, and other terms and conditions of employment;
- May assist active employees with the interpretation and application of CalPERS rules and regulations;
- May serve as the liaison between the City and CalPERS regarding retirement training, counseling, and post-retirement follow-up;

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- May coordinate automation projects, write specifications, work plans, and time estimates;
- ~~May provide first line support to end-users of city-wide HRIS data management systems;~~
- ~~May provide technical assistance, system security, data administration, and training regarding various aspects of city-wide HRIS data management systems;~~
- ~~May perform lead duties over city-wide HRIS data management systems;~~
- ~~May develop ad-hoc reports from existing systems;~~
- ~~May provide employee benefit administration~~
- ~~May prepare or assist in the preparation of the departmental budget;~~
- ~~May supervise subordinate personnel;~~
- Performs other related duties as required assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable federal, state, and local laws, regulations, and ordinances;
- Knowledge of principles and terminology of employment selection, position classification, and salary administration;
- Knowledge of job analysis methodology;
- Knowledge of principles and practices of effective customer service techniques;
- Ability to operate a personal computer and business software;
- Ability to understand and interpret policies and procedures and explain them to others;
- Ability to collect, evaluate, and interpret data and make sound recommendation on complex issues;
- Ability to write clear, concise reports, and other materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to use critical judgement in the evaluation of data and the development of plans, tests, reports, and other materials;
- Ability to establish and maintain working relationships with those encountered in the course of work, including various levels of professional, managerial, administrative, and technical personnel.

MINIMUM REQUIREMENTS QUALIFICATIONS:

- ~~A Bachelor's degree from an accredited college or university in Business or Public Administration or a closely related field, and two or more;~~
- Two or more years of paid, full-time equivalent, recent professional personnel or administrative experience which required that applicant obtain a general knowledge of all or most of in any of the following areas: recruitment, test development and validation, classification, compensation, salary administration, ADA, disability

accommodation or leave administration, equal employment opportunity, employee training and development, labor relations, and general personnel administration.;

- Current City of Long Beach employees may substitute one year of relevant paid, full-time equivalent professional experience in the classification of Personnel Assistant or Assistant Administrative Analyst for each year of required college education on a year-for-year basis.
- ~~Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis.;~~

~~A PHR is highly desirable.~~

- A Master's Degree in Public Administration, Business Administration, Organizational Development, Industrial Relations, or a closely related field may be substituted for one year of the required experience.
- A valid California Driver license may be required.

DESIRABLE QUALIFICATION:

- PHR, IPMA-CP, or SHRM-CP certification is desirable.

HISTORY:

Revision of Classification Specification dated 07/27/82, Equal Opportunity Technician consolidated with Personnel Analyst 07/01/79, Personnel Analyst - Civil Service (Examiner) consolidated with Personnel Analyst effective 01/08/85.

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