

CITY OF SAN DIEGO
Personnel Department
~ Excellence in Personnel Services ~

Associate Personnel Analyst -
T11602-202205

Apply at: <http://www.sandiego.gov/empopp/>

SALARY: \$34.80 - \$42.02 Hourly
\$2,784.00 - \$3,361.60 Biweekly
\$72,384.00 - \$87,401.60 Annually

OPENING DATE: 05/13/22

CLOSING DATE: 05/23/22 05:00 PM

JOB INFORMATION:

See NOTE(S) below for future wage increases and/or additional compensation opportunities.

Associate Personnel Analyst positions conduct comprehensive pre/post-employment background investigations regarding medical and/or conviction histories; verify employment/education/training records; investigate complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.; conduct studies to allocate positions to appropriate classifications; create new classifications and corresponding compensation schedules; collect and analyze job data to validate appropriate employment standards and screening criteria; develop job-related selection instruments; review employment applications for required qualifications; provide official staff support to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; provide consultation, guidance and training; interpret and enforce personnel rules and regulations; develop/implement comprehensive recruitment programs; promote civil service career opportunities and perform job counseling/recruitment outreach at job fairs and community meetings/events; coordinate, monitor, and review the work of other personnel analysts and/or subprofessional staff; conduct training; perform the more complex/sensitive Personnel Department projects and assignments; and perform other duties as assigned.

NOTES:

Unrepresented employees in Associate Personnel Analyst job classifications are scheduled to receive a 5% general wage increase effective 7/1/22.
Flexible work schedules and teleworking may be available.

MINIMUM REQUIREMENTS:

You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter).

NOTE:

- Additional qualifying professional personnel experience may be substituted for education lacked on a year-for-year basis. One year of full-time experience = 30 semester/45 quarter college-level units.

EXPERIENCE: Two year of full-time experience performing as a PRIMARY duty, professional-level personnel work as described below.

Experience must include performing the full range of professional-level personnel duties in at least ONE of the following functional areas as a PRIMARY duty:

1. **BACKGROUND/EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATIONS:** Conduct comprehensive pre/post-employment background investigations regarding medical and/or conviction histories; verify employment/education/training records; investigate complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.
2. **CLASSIFICATION AND SALARY/COMPENSATION:** Conduct studies to allocate positions to appropriate classifications; create new classifications and corresponding compensation schedules.
3. **EXAM MANAGEMENT:** Collect and analyze job data to validate appropriate employment standards and screening criteria; develop job-related selection instruments; review employment applications for required qualifications.
4. **LIAISON/OUTSTATION:** Provide official staff support to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; provide consultation, guidance and training; interpret and enforce personnel rules and regulations.
5. **RECRUITING:** Develop/implement comprehensive recruitment programs; promote civil service career opportunities and perform job counseling/recruitment outreach at job fairs and community meetings/events.
6. **ORGANIZATIONAL MANAGEMENT/PERSONNEL ADMINISTRATION:** Develop, review, analyze, approve and implement personnel reports and change requests; utilize computer systems to maintain organizational units, job and position infotypes to facilitate the accurate and consistent application of Civil Service rules and policies; provide consultation, guidance, troubleshooting, interpretation and enforcement of personnel rules and regulations.

THE FOLLOWING TYPES OF EXPERIENCE ARE NOT QUALIFYING:

- **SUBPROFESSIONAL EXPERIENCE** which includes assisting a professional-level analyst to complete one or more of the qualifying duties specified above.
- **OFFICE MANAGER/ADMINISTRATOR EXPERIENCE** wherein the personnel-related duties are not a primary function.
- **CLERICAL PERSONNEL/HUMAN RESOURCES EXPERIENCE** which includes processing employment records as the primary responsibility.
- **WHOLESALE, RETAIL, AND/OR RESTAURANT EXPERIENCE** as a Manager, Assistant Manager, or Supervisor wherein the personnel-related duties are not a primary function.
- **MEDICAL AND HEALTH SERVICES EXPERIENCE** as a Manager, Assistant Manager, or Supervisor wherein the personnel-related duties are not a primary function.

- MILITARY EXPERIENCE wherein the personnel-related duties are not a primary function, and are performed in addition to and in the course of performing military, command, and/or leadership functions.
- ANY OTHER EXPERIENCE that does NOT include performing the full range of professional-level personnel duties as specified in the qualifying duties above.

NOTES:

- A Master's Degree in Human Resources Management, Public Administration, Industrial/Organizational Psychology, or a closely related field may be substituted for a MAXIMUM of one year of the required experience.
- City of San Diego employees using Out-of-Class Assignment (OCA) experience to qualify must submit written documentation signed by their appointing authority or payroll specialist, detailing the work performed, dates, and total number of qualifying OCA hours. OCA experience without the required documentation will NOT be considered.

HIGHLY DESIRABLE:

- An advanced degree and/or professional certification such as IPMA-CP or SHRM-CP.
- Professional personnel experience with a government agency (e.g., federal, state, county, and/or city).

REQUIRED DOCUMENTS (MUST SUBMIT WITH APPLICATION):

- Proof of degree/transcripts, if utilized to meet the minimum requirements.
- For City of San Diego employees, proof Out-of-Class Assignment (OCA), if utilized to meet the minimum requirements.

Required documents should be attached electronically to your application. If you are unable to attach at the time of application submittal, you must submit them as soon as possible via fax: (619) 533-3337; or to the Employment Information Center: City of San Diego Personnel Department, 1200 Third Avenue - Suite 300, San Diego, CA 92101. Include your name and the title of the position for which you are applying.

SCREENING PROCESS:

Please ensure all information is complete and accurate as the responses you provide on the supplemental questions will be reviewed using an automated evaluation system. If you are successful in this initial screening process, your application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met. Successful candidates will be placed on a list which will be used to fill position vacancies during the next six months (180 days). For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

SUPPLEMENTAL INFORMATION:

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Confirmation of citizenship/legal right to work in the United States; completion of a pre-

employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego. Applicants must notify the Personnel Department of any changes in their name, address (home, email), or phone number or they may miss employment opportunities.

COVID-19 VACCINATION: You must be fully vaccinated against COVID-19 before your start date.

NOTES:

- “Fully vaccinated” means a person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine, or otherwise meets the criteria for full vaccination against COVID-19 as stated in applicable public health guidance, orders, or law. Acceptable COVID-19 vaccines must either be approved by the U.S. Food and Drug Administration (FDA) or authorized for emergency use by the FDA or the World Health Organization.
- Candidates who receive a conditional job offer will be required to provide proof of their full COVID-19 vaccination.
- Employees and candidates with a disability or medical condition that makes it medically inadvisable for them to receive a COVID-19 vaccine, as verified by their healthcare provider, or those with a sincerely held religious belief, observance, or practice that prevents them from receiving a COVID-19 vaccine, may request reasonable accommodation and exemption from the COVID-19 vaccination requirement. Candidates who receive a conditional job offer and wish to make a request for accommodation will be provided with more information. The City will review requests for medical or religious accommodation on a case-by-case basis in accordance with the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. A candidate’s start date may be adjusted to allow for the accommodation process.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sandiego.gov/empopp/>

1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(619) 236-6400
(619) 236-6358

Personnel@sandiego.gov

Position #SI-T11602-202205

Class#: 1226

ASSOCIATE PERSONNEL ANALYST - T11602-202205

DM

The City of San Diego is an equal opportunity employer. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467.

Associate Personnel Analyst - T11602-202205 Supplemental Questionnaire

- * 1. I understand that failure to respond to the following questions in the spaces provided may result in the rejection of my application. In addition, I may miss out on employment opportunities. Résumés are NOT reviewed for assessing the minimum requirements.
 - Yes
 - No
- * 2. I understand that the responses I provide on the supplemental questions will be reviewed using an automated evaluation system and that if I am successful in this initial screening process, my application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met.
 - Yes
 - No
- * 3. Are you currently working for the City of San Diego as a government/municipal employee?
 - Yes
 - No
- * 4. Have you previously worked for the City of San Diego as a government/municipal employee?
 - Yes
 - No
- 5. If you have previously worked or are currently working for the City of San Diego, please enter your PERNR.
- * 6. The minimum age for this job is 18, unless you are 17 and a high school graduate. Do you meet the minimum age requirements for this job?
 - Yes
 - No
- * 7. How did you first hear about this employment opportunity?
 - City of San Diego Employment Information Center
 - City of San Diego Facility/Employee
 - Government Jobs.com
 - Facebook
 - Nextdoor
 - Twitter
 - Jobing.com
 - Monster.com
 - Other Website
 - Notified by Mail/Email
 - Job Fair
 - City Employee Association
 - Community Organization
 - San Diego Union-Tribune
 - Los Angeles Times
 - Voice and Viewpoint
 - La Prensa
 - San Diego Asian Journal
 - Other Periodical
 - Jobs Available

- Government Finance Officers Association
- Other Professional Organization/Publication
- Television/Radio
- Other

* 8. Are you meeting the education requirement with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter)? NOTE: Attach proof of degree/transcripts to your application.

- Yes
- No

* 9. Do you possess a Master's Degree in Human Resources Management, Public Administration, Industrial/Organizational Psychology, or a closely related field? NOTE: Attach proof of degree to your application.

- Yes
- No

10. If you answered yes to question #9, specify degree.

11. If you are using a combination of experience and education to qualify, which of the following best describes your level of education?

- 0 to 29 semester/44 quarter units
- 30 semester/45 quarter units to 59 semester/89 quarter units
- 60 semester/90 quarter units to 89 semester/134 quarter units
- 90 semester/135 quarter units to 119 semester/179 quarter units
- 120 semester/180 quarter units or more

* 12. I understand that the following types of experience are NOT qualifying: SUBPROFESSIONAL EXPERIENCE which includes assisting a professional-level analyst to complete one or more of the qualifying duties specified in question #15 below; OFFICE MANAGER/ADMINISTRATOR EXPERIENCE wherein the personnel-related duties are not a primary function; CLERICAL PERSONNEL/HUMAN RESOURCES EXPERIENCE which includes processing employment records as the primary responsibility; WHOLESALE, RETAIL, AND/OR RESTAURANT EXPERIENCE as a Manager, Assistant Manager, or Supervisor wherein the personnel-related duties are not a primary function; MEDICAL AND HEALTH SERVICES EXPERIENCE as a Manager, Assistant Manager, or Supervisor wherein the personnel-related duties are not a primary function; MILITARY EXPERIENCE wherein the personnel-related duties are not a primary function, and are performed in addition to and in the course of performing military, command, and/or leadership functions; ANY OTHER EXPERIENCE that does NOT include performing the full range of professional-level personnel duties as specified in question #15 below.

- Yes
- No

* 13. Specify the total number of years of full-time experience you have obtained performing, as a PRIMARY duty, professional-level personnel work. NOTE: Subprofessional experience which includes assisting a professional-level analyst is NOT qualifying.

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years

- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years or more

* 14. In which of the following areas do you have professional-level personnel experience?

- Background/equal employment opportunity investigations
- Classification and salary/compensation
- Exam management
- Liaison/outstation
- Recruiting
- Organizational management/personnel administration
- None of the above

* 15. Describe your professional-level personnel experience in the following areas: a. BACKGROUND/EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATIONS (e.g., conducting comprehensive pre/post-employment background investigations regarding medical and/or conviction histories; verifying employment/education/training records; investigating complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, sexual harassment/orientation, etc.); b. CLASSIFICATION AND SALARY/COMPENSATION (e.g., conducting studies to allocate positions to appropriate classifications; creating new classifications and corresponding compensation schedules); c. EXAM MANAGEMENT (e.g., collecting and analyzing job data to validate appropriate employment standards and screening criteria; developing job-related selection instruments; reviewing employment applications for required qualifications); d. LIAISON/OUTSTATION (e.g., providing official staff support to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; providing consultation, guidance and training; interpreting and enforcing personnel rules and regulations); e. RECRUITING (e.g., developing/implementing comprehensive recruitment programs; promoting civil service career opportunities and performing job counseling/recruitment outreach at job fairs and community meetings/events); f. ORGANIZATIONAL MANAGEMENT/PERSONNEL ADMINISTRATION (e.g., developing, reviewing, analyzing, approving and implementing personnel reports and requests; utilizing computer systems to maintain organizational units, job and position infotypes to facilitate the accurate and consistent application of Civil Service rules and policies; providing consultation, guidance, troubleshooting, interpretation and enforcement of personnel rules and regulations). For each area, specify from which employer the experience was gained, your title, level of responsibility, percent of time spent on each area and the total length of your experience. If you do not have any experience in a specific area, write "None."

16. Specify the total number of years of full-time experience you have obtained performing, as a PRIMARY duty, professional-level personnel work at a GOVERNMENT agency (e.g., federal, state, county, and/or city). NOTE: Subprofessional experience which includes assisting a professional-level analyst is NOT qualifying.

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years

- 4 years to less than 5 years
- 5 years or more

17. If you indicated having experience in question #16, specify government agency.

18. Describe your lead/supervisory experience in the following areas: a. Scheduling assigned functions and ensuring that work is performed correctly; b. reviewing/approving time cards; c. interviewing, selecting and/or recommending qualified personnel for subordinate positions; d. providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates; e. monitoring and evaluating the performance of employees through evaluations which you have written, signed and administered; f. recommending/administering personnel actions for employee recognition, counseling and/or discipline. For each area, specify from which employer the experience was gained, your title, level of responsibility, percent of time spent on each area and the total length of your experience.

* 19. Do you possess a professional certification such as IPMA-CP or SHRM-CP?

- Yes
- No

* 20. I understand that I am required to submit the following documents at time of application, if utilized to meet the minimum requirements: Proof of degree/transcripts; proof of Out-of-Class Assignment (OCA). If you are unable to attach, refer to the "Required Documents" section of the job posting for instructions.

- Yes
- No

* Required Question