

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SUPERVISING PERSONNEL ANALYST - 1927**

**DEFINITION:**

Under direction, to supervise a professional staff in the administration of testing and recruitment, position classification and compensation, and/or employee relations programs; and to perform related work.

**\* TYPICAL TASKS:**

- Confers with the Assistant Personnel Director, operating officials, and others to determine personnel needs;
- Schedules and directs the preparation, administration, and scoring of examinations;
- Conducts comprehensive pre/post employment background investigations;
- Verifies employment, education, and training records;
- Investigates complaints and charges of discrimination;
- Reviews and evaluates recruiting and testing results;
- Collects and analyzes job data to validate appropriate employment standards and screening criteria;
- Reviews position classification and salary recommendations;
- Reviews and recommends policies concerning employee relations;
- Assigns, trains, and rates the work performance of analysts;
- Participates in conferences to solve major personnel problems, and to develop new policy, procedures, or organizations to meet program needs;
- Promotes Civil Service career opportunities and performs job counseling/recruitment outreach at job fairs and community meetings/events;
- Interprets and enforces personnel rules and regulations;
- Conducts special studies and investigations;
- Prepares reports and correspondence.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's degree (i.e., minimum completed units of 120 semester/180 quarter), **AND** four years of full-time professional personnel experience. A minimum of two years of the qualifying experience must have been performed in a government agency (e.g., federal, state, count, and/or city).

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**