

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PERSONNEL ANALYST

BASIC FUNCTION:

Under the direction of Director- Classified Personnel, perform a variety of complex technical and

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Classification and compensation of classified personnel; resolve personnel-related issues and concerns in an appropriate and timely manner.

Serve as a technical resource to District personnel, applicants and the public regarding personnel functions; respond to inquiries and provide technical information concerning employment processes, policies, procedures, and Merit System Rules and Regulations.

Provide administrative support to the Director; respond to inquiries and provide assistance to staff, and the public; schedule appointments; answer telephone calls and provide information and assistance to callers, visitors, staff and the public, schedule meetings, appointments, conferences and travel.

Work experience, reference and background information as needed; prepare and distribute acceptance and rejection notifications to applicants as appropriate.

Assist the Director-Classified Personnel maintain and update staffing and seniority lists; audit records for accuracy and completeness; update or make changes as needed.

Monitor evaluation process and related procedures for classified personnel; process employee evaluations and related documents; notify administrators of and follow-up on classified evaluations.

Prepare, assemble and distribute agenda packets for monthly Personnel Commission meetings; attend meetings and record proceedings in a prescribed

