



**PERSONNEL COMMISSION**  
**Career Employment Opportunity**  
**Open Competitive**

**Personnel Analyst**

**Salary: \$26.42-\$32.11 hr.\***

**TO APPLY**

Online

[www.smc.edu/jobs](http://www.smc.edu/jobs)

By Mail

PERSONNEL  
COMMISSION  
1900 Pico Blvd  
Santa Monica, CA 90405

In Person

Personnel Commission  
Office  
2714 Pico Blvd, 2nd floor  
Santa Monica, CA 90405

Commission Office:  
310/434-4410

24-hr Job hotline:  
310/434-4321

TDD Job line:  
310/434-4212

Questions? E-mail:  
[personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu)

*\*Salary currently under review  
and may change.*

A recruitment is currently being held to fill one temporary vacancy in the Personnel Commission, days and hours are flexible. This assignment is limited to 90 working days.

General direction is received from the Director of Classified Personnel.

**Essential Duties**

- Serves as the technical expert in the Personnel Commission Office on examination development and administration.
- Conducts complex and technical studies and analysis in a variety of personnel areas.
- Conducts classification and compensation studies, surveys, position audits, and job analysis and recommends reallocation of salaries for classes and groups or series of classes.
- Develops and revises class specifications and prepares recommendations for the classification and reclassification of positions and classes.
- Explains and interprets Merit System Article of the Education Code and other pertinent laws and regulations to supervisors, employees, and the general public.
- Develops and administers written, technical and oral exams of candidates, briefs the oral interview panel in the interview responsibilities and proper interview techniques, and analyzes test results to determine eligibility to move to next step in recruiting process.

**Knowledge and Ability**

- Knowledge of principles, purposes, functions, policies and practices of personnel management.
- Knowledge of techniques, methods and tools used in the development and administration of position-classification and compensation plans.
- Knowledge of methods of statistical analysis and prediction.
- Knowledge of laws, rules, regulations, policies, procedures and precedents pertaining to personnel administration.
- Ability to apply classification principles and techniques in a wide variety of occupational fields.
- Ability to apply wage and salary determination principles and techniques.
- Ability to identify knowledge's, skills, and abilities necessary for successful job performance.

For a complete job description, please visit our website at [www.smc.edu/jobs](http://www.smc.edu/jobs).

**Education Minimum Qualification**

Graduation from an accredited four-year college or university, preferably with a major in business administration, public administration, personnel administration, or closely related field.

**Experience Minimum Qualification**

Three (3) years of increasingly responsible technical and analytical personnel experience in a merit of civil service system. For this temporary assignment experience in test development and test administration is required. Experience with NEOGOV is a plus.

**Work Environment and Physical Demands**

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear.

**DEADLINE**

Apply immediately as this recruitment will close once the position is filled.

## APPLICANT INFORMATION

**MERIT SYSTEM** Santa Monica College is a Merit System employer committed to the following principles: 1) Hiring and promoting employees on the basis of ability through competitive selection; 2) Fair compensation on the basis of like pay for like work; 3) Retaining employees on the basis of performance; 4) Training for high quality performance; 5) Assuring fair treatment of employees without illegal discrimination; 6) Protecting employees against political coercion; and 7) Providing for due process in the event of disciplinary action

**APPLICATION PROCEDURE** Official SMC application forms and related materials must be completed for each examination. A separate application must be submitted for each position applied for. Resumes may be submitted for any position, but resumes will not be accepted in lieu of a District application. The Personnel Commission may obtain confidential employment references from current and previous employers. If they do not want their current employer contacted, applicants must indicate "NO" on Page 3 of the application. Within approximately two weeks after the closing date, applicants will be notified regarding the status of their application. Applicants requiring special application, testing, or interview arrangements due to a disability, should notify the Personnel Commission office at the time of application submission. The District does not return materials submitted.

**SELECTION PROCEDURE** Examinations may consist of a written or performance test, an evaluation of training and experience, an oral examination or interview, or other tests determined by the Personnel Commission office. Additional credit is added in entry-level examinations to the composite passing score of qualified veterans for war service (5 points) and disabled veterans (10 points) upon presentation of proof of veteran status at the time of application. Requests for reconsideration of questions contained in written examinations must be made in writing on the day the test is administered. Applicants selected for an oral interview will be notified in writing of the time and place of the interview. Interviews are conducted by a Qualification Appraisal Interview Panel. Travel costs related to the examination/interview will be borne by the applicant. Final test results are mailed within approximately 15 days after the examination/interview. Requests to review scores must be made during the five day review period following notification results.

**ELIGIBILITY LIST** Candidates who attain a passing score on each part of the examination will be placed in rank order on the Eligibility List. The Eligibility List is available for review by exam candidates for a five-day review period following notification. Unless otherwise indicated, Eligibility Lists are established for a period of one year. Eligible's names will remain on the List until they are hired, decline three interview opportunities, or make themselves unavailable. Unless otherwise stated on the *Job Bulletin*, when a Promotional and Open-Competitive List is established, the Promotional List will be used first. Final selection will be made from the appropriate Re-employment or Transfer List, if any, and from the top three ranks of Eligibles that are "ready and willing" to accept the vacant position. It is the candidate's responsibility to notify the Personnel Commission office of any address and/or phone number changes. Eligibles will be certified only for the locations and shifts they indicated on the availability statement completed at the interview. An Eligible may change their availability by notifying the Personnel Commission office.

**ADDITIONAL REQUIREMENTS** All offers of employment are conditional, based upon the successful completion of: 1) **Fingerprinting/Conviction Clearance:** State law requires that all employees be fingerprinted to check for, or verify, conviction records. Costs for fingerprinting will be borne by the applicant. All candidates with a conviction record for any offense, other than minor traffic violations, must file a *Conviction Record Statement* with their application. Conviction records will be fully investigated. A record of conviction will not automatically disqualify an applicant, but failure to list all convictions may result in disqualification or dismissal; 2) **TB Test:** All persons selected must successfully pass a tuberculin skin test or chest x-ray; 3) **Eligibility to Work:** Upon hire, each new employee must complete an *I-9 Form* and present supporting documents establishing proof of identity and employment eligibility as outlined in the *Immigration Reform and Control Act*.

**PROBATION PERIOD** Permanent Classified Employees, other than management, law enforcement and confidential personnel, become permanent upon successful completion of six months (130 days) of work.

**SALARY AND BENEFITS** **Beginning Salary:** Based upon training and experience that is directly related to their classification that exceed the minimum qualifications, new permanent Classified Employees may request higher salary placement. The maximum initial placement is on Step 3 of the salary schedule. Advanced salary placement must be requested at the time of hire and is subject to verification of qualifying training and experience. **Vacation and Sick Leave:** Regular non-management employees receive vacation and sick leave at the rate of one day per month each. Vacation is increased after 4, 8 and 12 years of employment to a maximum of 22 days per year. Longevity increments of 5% are granted at the completion of 5, 10, 15, 20, 25 and 30 years of service. **Holidays:** Employees receive 16 paid holidays per year. **Benefits:** Permanent full-time employees receive fully-paid medical, dental, and vision-care coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

**CSEA UNION MEMBERSHIP** New permanent Classified Employees are required to either join the California School Employees Association (CSEA), Chapter 36 or pay a service fee as provided for in the CSEA/District contract. New employees requesting a religious exemption are required to pay an equal amount to an approved charitable organization in lieu of a service fee.

Revised: 09/14/07