



Westminster School District
14121 Cedarwood Ave
Westminster, CA 92683
714-894-7311 ext 1170

Employment Opportunity

OPEN AND PROMOTIONAL EXAMINATION for

PERSONNEL ANALYST

(full-time position, 40 hours per week/12-month year)

SALARY RANGE: \$4,547 to \$5,525/month in five annual steps

CLOSING DATE: March 15, 2018

THE POSITION: Under the direction of the Director, Human Resources, performs job analyses and develops job related examinations; performs classification studies, job description reviews and compensation surveys; oversees all classified employee transactions; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees. Performs professional, analytical, specialized, and technical personnel work and assists the Director of Human Resources with administrative detail by preparing the data for recommending salaries for new and existing classifications. This position works independently and oversees the proper employment processing of classified employees in accord with District procedures and Personnel Commission Rules and Regulations. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Human Resources Department.

MINIMUM QUALIFICATIONS: (1) Graduation from an accredited college with a bachelor's degree in labor relations, human resources administration, personnel administration, psychology, business management or a closely-related field; including courses in statistics, test and measurements, industrial or educational psychology, and/or public personnel administration; and (2) three years of professional personnel experience, preferably including experience in test development and validation, and classification and job analysis within a California Merit System School District; or (3) a combination of education and experience which has provided a sufficient level of competency in order to successfully perform the overall duties and responsibilities of this class.

SELECTION PROCEDURE: Applications must be submitted on www.edjoin.org Applications will be reviewed for relevant education, experience, and training along with all required documentation. Applicants whose qualifications meet the minimum requirements will be invited to a multiple choice written exam. Candidates passing the written will be invited to a computer/typing exam (pass/fail) and an oral board interview examination. Candidates who successfully pass all portions of the examinations will be placed on an eligibility list from which permanent selections for vacancies will be made.

HOW TO APPLY: Applications must be submitted on www.edjoin.org along with the application you must submit two (2) letters of recommendation one from your current supervisor, a resume, and respond to the supplemental questions.

*For further job information at the Westminster School District call: (714) 894-7311 x1170
www.wsd8.us*

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2/27/18