# Personnel Analyst 2025
# Santa Monica College

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| **Job Title** | Personnel Analyst 2025 |
| **Department** | Human Resources |
| **Institution** | Santa Monica College |
| | Santa Monica, California |
| **Date Posted** | Jul. 16, 2025 |
| **Application Deadline** | 08/04/2025 |
| **Position Start Date** | Available immediately |
| **Job Categories** | Classified Staff |
| | Part-Time/Temporary Staff |
| **Academic Field(s)** | Human Resources |
| **Apply Online Here** | https://apptrkr.com/6384572 |
| **Apply By Email** | |
| **Job Description** | |

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**Personnel Analyst 2025**

**Santa Monica College**

**Salary:** $51.36 - $62.43 Hourly

**Job Type:** Part-time, Permanent

**Job Number:**

# Personnel Analyst 2025
# Santa Monica College

PA2025MPO

**Location:** 2714 Pico Blvd. Santa Monica 90405, CA

**Closing:** 8/4/2025 11:59 PM Pacific

**Description**

**Merged Promotional & Open Competitive**
**Personnel Analyst**

**WELCOME TO SANTA MONICA COLLEGE!**The Personnel Commission is excited to recruit for a new **part-time**team member that will perform journey-level analytical human resources duties in the areas of classification and compensation, and recruitment and test development/selection. This position is scheduled to work **24 hours per week, 12 months per year** at the Santa Monica College District Offices.
**Please note** that all candidates must have authorization to work in the United States; the District does not have the ability to provide sponsorship.

## What You Will Bring to the College
Our idealcandidate will possess prior experience conducting job analysis or job evaluation to inform test development and classification and compensation decisions; a bachelor's or graduate degree in Business Administration, Public Administration, Human Resources Management, Industrial/Organizational Psychology is desirable. This candidate will be a resourceful critical thinker with the ability to use standard business software to locate, evaluate, and make impartial and unbiased decisions based on a wide range of information, including highly detailed and nuanced information. This individual will be results oriented and possess a proven ability to manage their tasks and priorities in a project-based environment. The ability to build effective relationships with customers and internal stakeholders, including the ability to provide effective and timely written and verbal communication, will be critical for success.

## Remote Work Program
Santa Monica College has a remote work program option available for employees whose job duties do not require a physical presence on College property. Remote work arrangements cannot be guaranteed prior to the date of hire, and must go through a review and approval process.

## Why Work at SMC?

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At SMC, you will work beside a diverse group of colleagues who leverage their combined talents and passions to accomplish something great. No matter what department you are in, or what job you have, your contributions will be critical to helping our students fulfill their dreams - landing that new job, or breaking through the cycle of poverty.

**Some details about us:**

- We are currently the number one transfer college to UCLA, USC, the University of California system, and Loyola Marymount University
- We are dedicated to sustainable practices and are accessible via environmentally-friendly transportation options, including the Expo Line and Big Blue Bus.
- We are one of the select community colleges in California approved to award a Bachelor's degree. SMC currently awards a Bachelor's degree in Interaction Design.

Please visit **www.smc.edu/aboutsmc**to learn more about us and why we are **Proud to Be SMC!**

## Benefits

We value our employees as people, and recognize the value of work-life balance, the health of you and your family, and professional development. We offer a variety of benefits and perks to support new members of our team, including:

- 18 paid holidays*
- 12 paid vacation days*
- 12 paid illness days*
- Medical, dental, and vision-care coverage (including eligible dependents)*
- Free mental health assistance through the Employee Assistance Service for Education (EASE) program.
- Membership in the California Public Employee Retirement System (CALPERS)
- 5% increase in base pay for every 5 years worked with SMC, up to 40 years of service.
- Waived tuition fees for classes taken at Santa Monica College.
- Reimbursement for related classes, conferences or workshops to empower your professional development.
- Free Big Blue Bus access and monthly incentives for eligible employees through the Sustainable Transportation Incentive Program
- CSEA Chapter 36 Union Membership Option

**\*Benefits, holidays, vacation, and illness days listed above assume a 40-hours per week, 12 months per year schedule. Benefits, vacation and illness days are prorated for other work**

**schedules.**

## Salary Placement

**New Employees:**Generally, new employees start at the first step on the salary schedule. A new permanent classified employee may request a higher salary placement based on recruitment issues and/or additional training and experience which greatly exceeds the minimum requirements. Please note that salary placement above the third step requires additional approvals by Santa Monica College executive staff.

**Current Employees:**Upon promotion, the new salary for a current, permanent employee is based on Merit Rule 12.2.7. In accordance with this rule, employees are entitled to at least a one-step (5%) salary increase, and may be eligible for advanced step placement in accordance with established criteria.

## About the Selection Process

The selection process tentatively consists of a Training and Experience Evaluation (pass/fail) and a Qualifications Appraisal Interview, which may include a technical project (weighted 100%). Candidates must be successful on all test parts to be placed on the eligibility list. *The eligibility list created from this recruitment will be used to fill any vacancies that occur during the six-month life of the eligibility list, including full-time and/or part-time, permanent and/or temporary positions.*

Santa Monica College reserves the right to modify the stated test components and weights prior to the administration of any test.

Certain positions within this classification may require employees to routinely and consistently read, speak, and/or write using a language other than English. Testing of eligible candidates' bilingual proficiency will occur, as needed, as the District identifies positions that require this skill.

**Communication for this recruitment will be via e-mail.** You must check your e-mail on a regular basis to be informed of your status for this recruitment.

## Test Retake Policy

Based on the District's hiring needs, we may administer multiple recruitments for this job classification (or a related job classification that uses the same test(s)) within the next several months. **Candidates must wait a period of 90 calendar days between testing appointments before retesting.** Candidates who are ineligible to participate in an upcoming test or interview due to the provided retake period will be notified via email, and will have their highest valid score(s) on any non-weighted (pass/fail) test parts applied toward that recruitment.

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# Santa Monica College

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (Equal Employment Opportunity and Nondiscrimination in Employment) may be accessed at: https://www.smc.edu/administration/governance/documents/administrative-regulations/AR_3000_Human-Resources.pdf (Download PDF reader)

**Equity Statement**
"Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity, and inclusion. Equity, diversity, and inclusion are built into the culture at SMC, and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment."

**Examples of Duties**

Performs the full-scope of professional-level work in the Personnel Commission Office related to recruitment, test development, classification, and compensation; advises and partners with management to navigate Personnel Commission processes and address departmental needs.

Develops and revises classification descriptions and prepares recommendations for the classification and reclassification of positions and classes.

Coordinates and conducts salary studies; collects and analyzes salary data to identify relevant comparables and makes recommendations for appropriate salary allocation in accordance with District's pay practices and internal occupational hierarchies.

Utilizes job analysis findings to advise hiring managers on methods of testing for job-related training, experience, knowledge, skills, and abilities, and applies expertise in conferring with hiring managers and/or subject matters experts in the development, administration and evaluation of material for examinations.

Develops and administers written, technical and oral exams of candidates; reviews applications for minimum requirements, facilitates panel briefings and debriefings to communicate responsibilities and proper rating techniques, and ensure rating consistency and adherence to rating criteria; analyzes test

results and recommends pass points to determine eligibility to move to the next step in the recruiting process.

Explains, interprets and presents on Merit System Articles of the Education Code and other pertinent laws and regulations to supervisors, employees, applicants, and the general public, providing a high level of customer service to both internal and external customers; remains current on related laws, regulations and practices.

Conducts job analysis for the purposes of test construction and validation, position classification and classification plan maintenance, job evaluation, and developing recommendations for minimum qualifications.

Analyzes Position Description Questionnaires (PDQs) to diagnose classification issues, conducts job audits and facilitates employee and management discussions related to classification processes to resolve related matters.

Develops and implements recruitment plans, which may include identifying targeted recruitment sources, developing recruitment materials and monitoring the effectiveness of recruitment sources, and provides guidance in all facets of recruiting and selecting candidates for classified employment.

Creates reports for Personnel Commission agendas regarding the establishment of new job classifications, revision of current class descriptions, reclassification of positions, and salary allocation for approval.

Assists Personnel Commission management in planning, organizing and developing programs by researching, analyzing and reporting on best practices to enhance the administration and implementation of Commission functions.

Receives, reviews and processes requests for permanent and temporary assignments (provisional, limited term, working out of class) to ensure compliance with applicable laws and regulations; creates applicable reports as needed for Personnel Commission agendas.

Participates in the development of standardized processes relating to test administration and certification of eligibility and employment lists.

Analyzes protests arising from study findings and assessment results, participates in initial protest procedures and prepares recommendations of actions.

Oversees the creation and ongoing maintenance of seniority lists to ensure compliance with bargaining agreement, education code and merit rule provisions.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order or importance.

**Minimum Qualifications**

**Education Requirement:**

Graduation from an accredited four-year college or university, preferably with a major in Business Administration, Public Administration, Human Resources Management, Industrial/Organizational Psychology, or a closely related field.

**Experience Requirement:**

Three years of increasingly responsible technical and analytical human resources experience in test development or job classification and compensation, which required the use of job analysis. This experience must be within the human resources function of an organization.

**Education/Experience Equivalency:**

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

**Licensure and/or Certification:**

Professional in Human Resources (PHR), SHRM-Certified Professional (SHRM-CP), Certified Compensation Professional (CCP) or similar certifications preferred.

**Supplemental Information**

For additional information about our employment process, please visit our FAQ page and click on "current employees" (for existing, permanent SMC employees) or "job applicants" (for external applicants).

# Personnel Analyst 2025
## Santa Monica College

Direct Link: https://www.AcademicKeys.com/r?job=259782
Downloaded On: Jul. 17, 2025 12:31pm
Posted Jul. 16, 2025, set to expire Aug. 4, 2025

**To apply, please visit https://www.schooljobs.com/careers/smc/jobs/5002224/personnel-analyst-2025**

jeid-a9e8092fe6b32944bcc6cada4d6bacc4

## Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff
Santa Monica College

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