



M E M O R A N D U M

DHR No. 09-2008

DATE: September 11, 2008

TO: Department Heads
Departmental Personnel Officers

FROM: Micki Callahan
Human Resources Director 

SUBJECT: Changes to the 1241 Personnel Analyst Recruitment and Selection Processes

In response to concerns from various departmental human resources staff, the Department of Human Resources ("DHR") has re-evaluated and revised the 1241 Personnel Analyst recruitment and selection processes.

First, DHR conducted a thorough job analysis to capture the knowledge, skills and abilities required to perform the essential functions of the 1241 Personnel Analyst classification and revised the minimum qualifications. Specifically, the minimum qualifications have been changed to reflect that the only type of personnel work that can substitute for the baccalaureate degree is professional personnel experience equivalent to the level of the City's 1241 Personnel Analyst classification. We are confident that this new requirement will meet the recruitment needs of the departments utilizing positions in this class.

Second, DHR will soon implement a new recruitment tool for this class based upon current minimum qualification recruitment standards and practices for this professional-level human resources classification. Instead of an employment register process, DHR will now utilize a continuous testing process for the 1241 Personnel Analyst classification.

In order to implement these changes, DHR must cancel the current employment register for the 1241 Personnel Analyst, effective on close of business September 26, 2008. If any departments wish to utilize the register prior to the cancellation, please contact Titus Whitehead of the DHR Recruitment and Assessment Services Division at (415) 557-4943 **no later than close of business September 19, 2008.**

For your information, all applicants with current status on the employment register and those individuals who have not yet been notified of the status of their application for the 1241 Personnel Analyst register will have their applications returned via the on-line electronic application process. They will also receive a notice with instructions on how to apply for the new examination process to facilitate their re-application. The target date for opening this exam recruitment will be September 19, 2008.

Thank you for your patience and understanding while we continue to revise and improve upon our examination and recruitment processes. If you have any questions, please contact Mr. Whitehead at (415) 557-4943 or Titus.Whitehead@sfgov.org.