

The Personnel Commissioners Association of Southern California (PCASC) presents:

PERSONNEL ANALYST

JOB SUMMARY

Under general direction, perform highly responsible professional personnel administration duties related to classification, compensation, recruitment, employment examination construction and selection of classified and certificated employees; serve as a resource to District personnel, applicants and others concerning personnel policies, procedures, laws, codes, rules and regulations; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class.

Job Description Innovation

Presenter: **Brandon Tietze**
Executive Director, Human Resources, Classified
Anaheim Union High School District

Friday, October 28, 2016

Rio Hondo Event Center
10627 Old River School Road in Downey

Registration Fee: \$35 for PCASC/CSPCA members*
\$50 for non-members*

Special Workshop Offer:

**For every paid PCASC/CSPCA Member Personnel Commissioner or Director,
a staff member may attend for FREE!**

(see attached registration form for details)

Deadline to submit registration: October 14, 2016

Topics Include

- Discussion of possible Job Description components
- Other Job Description components being considered for today's work environment
- Discussion of concerns or other innovations for today's job descriptions

Event Schedule

Registration: 11:30 am
Lunch: Noon to 12:45 pm
Presentation: 1:00 pm - 3:00 pm

*Please note that all fees are non-refundable for this event.



For any questions, please contact Bernie Konig at Konigb@centinela.k12.ca.us

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EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

2016 PCASC Workshop Job Description Innovation

Friday, October 28, 2016
Rio Hondo Event Center
11:30 AM to 3:00 PM

Workshop Registration Form (Please print legibly or type)

Name: _____ Title: _____
 Organization: _____ Phone: _____
 Address: _____
 FAX #: _____ Email: _____

Workshop Registration Fees (Please note quantities below. Fees include all meals)

	PCASC/CSPCA Members	Free Staff Member <i>(see below)</i>	Non-Members
Personnel Commissioner	<input type="checkbox"/> \$35 x _____		<input type="checkbox"/> \$50
Director	<input type="checkbox"/> \$35		<input type="checkbox"/> \$50
Staff Member	<input type="checkbox"/> \$35 x _____	<input type="checkbox"/> \$0 x _____	<input type="checkbox"/> \$50
Honorary Life Members	<input type="checkbox"/> \$0		
PCASC Membership	<input type="checkbox"/> \$40		
Total Paid:	_____		_____

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How it works

For every PCASC/CSPCA Member Personnel Commissioner or Director who attends the workshop, a staff member from the same school district or organization can attend for **free!** Please indicate your Personnel Commissioner or Director and the Staff Member who will be attending for free on the form below.

Personnel Commissioner/Director	Free Staff Member


To Register

Payment by check or money order ONLY, payable to "PCASC". No purchase orders accepted. There is a \$25 processing fee for all refunds & returned checks.

Mail check & completed registration form to:
 PCASC
 c/o Bernie Konig, Director
 4900 W. 147th Street
 Hawthorne, CA 90250

For questions:
 Please email Bernie Konig at:
 Konigb@centinela.k12.ca.us

Cancellation Policy
 Refund requests MUST be made in writing. There will be no refunds for "no-shows," or for cancellations after October 24, 2016.



Please register **ALL** your attendees by **October 14, 2016** to ensure adequate materials and space are available.

**Rio Hondo Event Center
 10627 Old River School Road
 Downey, California**