

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73641
Job Class Code:	360	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	8810		

Job Code Established:	07/01/97	Effective Date:	
Job Code Revised:		Effective Date:	

JOB COED SERIES: Personnel Management Series

JOB CODE TITLE: PERSONNEL ANALYST I

HRIS TITLE: PERSONNEL ANALYST I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for professional personnel work of from average to considerable difficulty in performing personnel management activities in one or more areas of personnel administration; functions as an agency personnel officer where the level of activity and services provided do not warrant allocation to the Personnel Manager class series; and performs related work as required.

The Personnel Division has allocation guidelines for the Personnel Analyst series which contain the class concepts and the factors used to distinguish between the two levels of Personnel Analysts. These guidelines will be used when allocating positions to the class.

EXAMPLES OF DUTIES: Performs professional level personnel administration work in one or more of the following areas; recruitment, selection and testing, placement, classification, compensation and employee benefits, employee and management relations, affirmative action and general personnel management activities; determines recruitment programs, recruits applicants and screens applications; constructs and administers examinations of fitness such as written and performance tests, education and experience evaluations and interviews; evaluates test results and recommends on employability; performs classification work that includes conducting job audits, allocating positions, writing class specifications and participating in appeals; performs organization, manpower and position control studies; advises operating officials on effective use of positions and employees; maintains employee handbook; develops employee suggestion and award system, employee services; performs wage and salary surveys, analyzes survey data and participates in class grade recommendations; may function as project leader and/or supervise the work of others.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: public personnel administration, including recruitment and examination, classification and salary work; interviewing techniques; statistics as applied to treatment of test and salary data; staff research work and training; human behavior, individual differences, motivation and attitudes and their measurement and evaluation.

Skill/Ability to: Analytic ability; interviewing ability; writing ability; form effective working relations with employees, officials and the public; speak and write effectively.

SPECIAL SELECTION FACTORS:

Personnel Analyst I: One year of experience as a trainee in professional personnel work. A Bachelor's degree in Personnel Management or a closely related field may substitute for six months of the required experience.

Personnel Analyst II: One of experience as a Personnel Analyst I; OR two years of experience in professional personnel work. A Bachelor's degree in Personnel Management or closely related field may substitute for one year of the professional personnel work experience.