

## PERSONNEL ANALYST I

This is beginning professional analytical work interpreting, applying, and maintaining personnel programs.

### I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work is professional, but routine and restricted in complexity when compared to assignments of higher level analysts, due to the size and make-up of the work force. Work is specialized in one or more areas such as classification, training, or employee relations. It primarily involves maintaining a variety of these services and reacting to daily needs of a medium to large agency. Some procedural and policy decisions are required.

Nature of Guidelines - A variety of specific guidelines and techniques are available and used. Judgment is needed in analyzing and evaluating specific personnel transactions, problems, situations and making regular and systematic decisions on them using established guidelines.

### II. RESPONSIBILITY:

Impact of Work - Work has direct and indirect effect on employees and agency programs in maintaining and applying specific personnel priorities to problems in areas such as training, classification, and employee relations. May occasionally recommend new program methods and techniques to meet changing needs.

Work Controls and Supervision Received - In most cases instructions are received stating purposes and desired results of new personnel assignments. Daily work in employee relations and training is reviewed for adherence to program goals by the personnel supervisor or officer. Decisions made on employment, promotion, and classification and pay matters are reviewed and approved at the State level.

Responsibility for Others - Usually there are no supervisory responsibilities. Analysts working in recruitment, employee relations, or policy administration may supervise a technician or clerical worker.

### III. PERSONAL RELATIONSHIPS:

Has regular contact with various agency program supervisors and employees and with specific personnel supervisors and analysts at the State or departmental level. Contacts are for giving, receiving, and evaluating personnel information and maintaining assigned services.

### IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to exercise judgment and discretion in applying and interpreting personnel and departmental guidelines; to communicate effectively with employees and with management on a one-to-one or group basis; to establish and maintain effective working relationships; to make and communicate decisions; to work independently to plan, direct, and review the work of other employees (may be required).

General knowledge of personnel and management practices. Considerable knowledge of the policies and procedures of the program area of assignment and of agency programs and organization; of the occupational groups to which assigned (Position Analysis); and general knowledge of staff development and training principles and techniques, ability to communicate effectively before a group (Staff Development).

Minimum Training and Experience Requirements - Graduation from a four year college or university and two years of experience in personnel administration in a technical or administrative capacity involving the development of proposed procedures for implementation of policies, and the application and interpretation of policies and procedures in at least one of the program areas-assigned to the position; or an equivalent combination of training and experience. If the position is a specialist in a personnel functional area, the following experience is required:

Position Management - Two years of experience in the field of job evaluation or organizational analysis involving researching and evaluating information, and formulating decisions based on information gathered; or, work of a similar analytical nature.

Employee Relations - Two years of experience in the application and interpretation of employment laws and policies as they relate to employee/employer issues, or work in a directly related field.

Equal Employment/Affirmative Action - Two years of experience in the application and interpretation of EEO/AA laws and policies, and the development of EEO/AA plans including responsibility for reporting, summarizing and analyzing EEO/AA information; or work in a directly related field.

Recruitment/Salary Administration/Policy - Two years of experience in the application and interpretation of recruitment, salary administration, and/or employment policies, standards, and guidelines, or work in a directly related field.