

OCCUPATIONAL ANALYST

Work in this class involves researching, collecting, analyzing, developing, and disseminating occupational information which has nationwide application and usage; or involves providing technical assistance to employers, unions, educational and training institutions, government agencies and community groups in resolving personnel problems related to recruitment selection, development, utilization, and stabilization of work forces. Employee verifies occupational titles and determines new titles for the Dictionary of Occupational Titles. Employee reviews occupational data submitted from other states for quality control. (North Carolina is the repository for all occupational data to be included in the Dictionary of Occupational Titles.) Employee validates tests based on required employee skills and aptitudes. Employee provides training in techniques of job analysis and job restructuring, use of employment service tests, and the Dictionary of Occupational Titles.

I. DIFFICULTY OF WORK:

Variety, Scope, and Intricacy - Employee conducts plant studies to verify existing titles in the Dictionary of Occupational Titles and to determine new classifications. Employee writes composite job definitions and is accountable for quality control of all data pertinent to the Dictionary of Occupational Titles, including data from other states. Employee provides technical assistance to employees and local employment offices on personnel and organizational problems, and consultation on design of job content, analysis of job relationships, labor market information, and job restructuring. Employees conduct segments of classroom instruction in basic, practical principles and techniques using established course content.

Subject Matter Complexity - Work requires in-depth understanding of the technique of job analysis and the concepts and practices of local employment offices including aptitude testing, worker recruitment, and selection techniques. Work also requires considerable knowledge of industrial organization and personnel management, occupational groups and their requirements.

Guidelines - State and Federal labor laws, the Job Analysis Handbook, Employment Security Manual, Industrial Services Manual, Dictionary of Occupational Titles, Standard Industrial Classification Manual, various internal procedures manuals, trade journals, and related reference publications are used by the employee.

II. RESPONSIBILITY:

Nature of Instructions - After initial assignments, work is self-planned and independently performed. The employee receives general instructions on assignments. Technical problems are discussed either with the Occupational Analyst Supervisor or the Technical Services Supervisor. Employee receives verbal and written instructions from supervisor with regard to changes in policy and/or procedures.

Nature of Review - Completed project reports are reviewed to ensure conformance and compatibility of ratings format and to assure that data is compatible to established procedures. Work plans are discussed with supervisor periodically.

Scope of Decisions - Work affects local office, applicants, employers, and all manpower utilization programs involved in matching worker with jobs that require comprehensive occupational information for effectiveness. Work also affects working relationship between employees and management.

Consequence of Decisions - Inaccurate interpretation of data collected leads to faulty occupational coding of jobs that could threaten recruitment, counseling, placement of workers, and statistical reporting programs. In employer technical services, errors could affect employer's hiring program, quality of work, loss of employees, job dissatisfaction, and loss of confidence in employment service.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Contact is with agency employees, industry employers, employees, and organizational management.

Nature and Purpose - Employee contacts employees in assigned local employment offices to arrange plant study interviews, resolve discrepancies in job titles and code assignment; conducts on-site plant studies; consults with organizations on existing personnel problems and solutions; provides technical assistance to local ESC offices in administration of the testing program. Employee conducts seminars for managers and supervisory groups to promote the employer technical services program and participate in training involving Dictionary of Occupational Title usage, employment service, testing, and job analysis.

IV. OTHER WORK DEMANDS:

Work Conditions - Work involves considerable travel and work in industry under all kinds of conditions. Employee works in an office environment when not in plants and production areas.

Hazards - There is some exposure to dust, noise, and fumes in plant studies. Employee is required to wear safety equipment in areas where there is potential for injury.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of personnel research methods applied in job analysis, job enrichment, and job evaluation. General knowledge of the organization, operation, and objectives of the Employment Security Commission. Working knowledge of principles and practices of industrial organization management and personnel management. Ability to analyze data, needs, and resources, draw valid conclusions, and recommend effective action. Ability to communicate effectively with management, supervisory, and employee groups. Ability to express oneself clearly and concisely in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Education and Experience - Graduation from a four-year college or university preferably with a major in industrial psychology, business administration, personnel management, economics, or industrial engineering, and two years of experience in employment service work or closely related field; or an equivalent combination of education and experience.

Minimum Education and Experience for a Trainee Appointment - Graduation from a four-year college or university; or an equivalent combination of education and, experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.