

CLASS TITLE: HUMAN RESOURCES ANALYST I

Class Code: 02782600
Pay Grade: 26A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: At the beginning professional level, to perform human resources tasks in an assigned specialty area (e.g. classification/compensation, merit selection and appraisal, labor relations, organizational analysis, personnel administration, or a comparable specialty); and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor; assignments are reviewed for conformance with instructions and professional standards. .

SUPERVISION EXERCISED: Usually none. May supervise clericals on a project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the beginning professional level, to perform human resources tasks in an assigned specialty area (e.g. classification/ compensation, merit selection and appraisal, labor relations, organizational analysis, personnel administration, or a comparable specialty).

To perform beginning-level professional assignments in the analysis of position duties and responsibilities, and the subsequent formulation of appropriate classification recommendations.

To identify comparable classes and salary information in order to complete assigned salary surveys and pay plan studies.

To draft class specifications.

To perform beginning-level professional assignments in the development and administration of written, oral and education/experience merit selection instruments.

To analyze job competencies in order to identify valid merit selection criteria and examination material.

Under supervision, to prepare education and experience rating keys and assign scores to exam candidates based on their written applications.

To perform beginning-level professional labor relations assignments by assisting in contract negotiations by meeting with the various labor employee representative organizations; as authorized, to present contract offers and receive offers for review and acceptance by management.

To meet with administrative staff and line personnel on matters of contract application, implementation of grievance and arbitration decisions, and related decisions, and related decisions and mandates.

To represent management in matters arising from labor relations problems, including appearances before legal tribunal arbitration forums on low-profile cases.

To perform beginning-level departmental personnel administration functions related to: recruitment of personnel; implementing personnel transactions; transfer, reassignment or promotion of employees; preparation and maintenance of personnel records; implementation of Personnel Rules; and comparable tasks.

To assist and act in a confidential capacity to managers who formulate, determine and effectuate management policies in the field of labor relations; to have access to confidential information concerning proposed or anticipated changes which may result from collective bargaining negotiations.

To prepare draft proposal and narratives related to classification/compensation, labor relations, personnel administration merit selection, organizational analysis, and/or comparable human resources functions.

To review legislation and statutes on human resources topics and prepare preliminary analyses and reports.

To utilize electronic equipment, computer software, automated databases and related technology and equipment in the research and development of HR products and analyses.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A working knowledge of the professional standards and guidelines for an assigned human resource specialty area (e.g. classification/compensation, merit selection and appraisal, labor relations, organizational analysis, personnel administration, or a comparable specialty); a familiarity with the organization of state government and the function of state departments and agencies; a familiarity with the principles, practices and techniques of public personnel administration; a familiarity with related federal and state statutes, regulations and guidelines; a familiarity with labor relations, grievance resolution and appeals procedures; the ability to communicate effectively and develop cohesive written reports and analyses; the ability to establish effective working relationships with a variety of internal and external customers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a bachelor's degree with specialization in public administration, human resources management, psychology, education, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible paraprofessional position involving the application of modern personnel management principles and techniques in a recognized human resources professional specialty; or completion of a formal supervised human resource internship program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: March 15, 2003