

CLASS TITLE: HUMAN RESOURCES ANALYST II
CLASSIFICATION
AND
ORGANIZATIONAL ANALYSIS

Class Code: 02782701

Pay Grade: 29A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the journey man level of expertise, to undertake routine professional special and/or recurring assignments in the field of classification/compensation/organization analysis; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor with latitude for initiative and independent judgement in the utilization of professional standards and techniques; work is reviewed for satisfactory results and conformance to applicable guidelines and regulations.

SUPERVISION EXERCISED: Usually none. May mentor or lead junior professional staff for specified time frames.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the journeyman level of expertise, to undertake routine professional special and/or recurring assignments in the field of classification/compensation/organization analysis.

To perform a variety of professional assignments in the analysis of position duties and responsibilities, and the subsequent formulation of appropriate classification recommendations.

To contribute to pay plan studies and salary surveys involving the collection, compilation, analysis and evaluation of wage and salary data obtained from public jurisdictions and private industry.

To review classifications structures and occupational groups and recommend revisions, adjustments and updates.

To determine class comparability for use in recommending appropriate compensation levels.

To develop written reports and analytical summaries which illustrate and sustain arguments for adjustments in positions, classifications, compensation levels, etc.

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 consult with agency staff, union representatives, and management personnel concerning classification/compensation issues; to provide technical advice in the implementation of organizational strategies related to compensation issues.

To identify critical tasks and job competencies in order to formulate comprehensive and coherent class specifications.

To present and defend agency decisions on classification/compensation actions in various adversarial forums (e.g. Personnel Appeal Board, arbitrations, grievances, Administrator of Adjudication, court, etc.).

To evaluate class comparability for use in setting appropriate compensation levels and selection criteria.

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 CAPABILITIES: A working knowledge of the professional standards and guidelines for position classification, compensation analysis and job evaluation; a working knowledge

of the organization of state government and the function of state departments and agencies; a working knowledge of the principles, practices and techniques of public personnel administration; a familiarity with pertinent 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, including or supplemented by courses in classification/compensation theory; and

Experience: Such as may have been gained through: employment in a responsible professional position involving the application of modern personnel management principles and techniques in the area of classification/compensation.

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

Class Created: November 19, 2000

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