

**CLASS TITLE: HUMAN RESOURCES ANALYST II  
(GENERAL)**

**Class Code: 02782704  
Pay Grade: 29A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** At the journeyman level of expertise, to undertake routine professional special and/or recurring assignments in the field of general personnel administration; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a supervisor with latitude for initiative and independent judgment 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 general personnel administration.

To perform a variety of routine professional assignments in the field of general personnel administration, including implementation of departmental/agency processes for the recruitment, selection and placement of personnel, the preparation of personnel transaction forms, and the maintenance and update of records.

To review, understand and interpret the RI Merit System Act and the RI Personnel Rules; to communicate applicable business procedures to departmental personnel, and to rectify personnel problems concerning classification processes, salary status, employee status, layoffs, terminations, suspensions, reinstatements, reemployment, leaves, examinations, and other personnel activities.

To implement department wage and salary processes consistent with contractual obligations and provisions of law; to research and help resolve any conflicts or inconsistencies in those provisions.

To implement procedures ensuring equal opportunity and ADA (Americans with Disabilities Act) compliance in the areas of recruitment and promotion.

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 general personnel administration issues; to provide technical advice in the implementation of organizational strategies related to contractual obligations.

To review agency staffing needs and employees' skills and abilities, and to recommend optimum utilization of available employee resources.

As required, to perform intermittent, professional tasks related to employee training, public relations, or similar agency functions.

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 general personnel administration principles, practices and techniques, and the ability to apply said techniques in a major,

coordinated personnel administration program; a working knowledge of the RI Merit System Act and Personnel Rules; a working knowledge of the rules, regulations and procedures affecting personnel administration and the ability to apply them; a familiarity with related federal and state statutes, regulations and guidelines; the ability to communicate effectively and prepare 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 personnel administration; 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 general personnel administration.

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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