

**CLASS TITLE: HUMAN RESOURCES ANALYST III
(CLASSIFICATION AND ORGANIZATIONAL ANALYSIS)**

**Class Code: 02782801
Pay Grade: 33A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the highest level of expertise, to undertake the most complex 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 direction of a supervisor with considerable latitude for initiative and independent judgment in the utilization of professional standards and techniques; work is subject to review for satisfactory results and conformance to applicable guidelines and regulations.

SUPERVISION EXERCISED: May supervise personnel assigned to assist on a regular or project basis; ensures that work products are developed in a qualitative and timely manner.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

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

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

To coordinate and/or 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 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 provide substantive professional input to the development and maintenance of valid classification structures and occupational groups through research and analysis of agencies' organization, operational methods and procedures, and relevant classification studies.

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

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

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

As required, to participate in job analysis and job evaluation as a project coordinator, evaluator, professional resource or committee facilitator.

As required, to participate in the review and evaluation of proposed policies, procedures, legislation, etc. for possible impact on current human resources systems; to formulate appropriate reports and analyses with supporting research, documentation and conclusions.

As required, to develop and provide training with respect to a variety of classification and compensation topics.

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 thorough knowledge of the professional standards and guidelines for position classification, compensation analysis and job evaluation; a thorough 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 working knowledge of project management; a working knowledge of pertinent federal and state statutes, regulations and guidelines; a working knowledge of labor relations, grievance resolution and appeals procedures; the ability to supervise and coordinate assigned subordinate staff; 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 some project management, and requiring 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

Editorial Review: 3/15/03