

**CLASS TITLE: HUMAN RESOURCES ANALYST III
(MERIT SELECTION AND APPRAISAL)**

**Class Code: 02782802
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 merit selection and appraisal; 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 merit selection and appraisal.

To perform a full range of complex professional assignments in the development and administration of written, oral and education/experience merit selection instruments.

To perform sophisticated analyses of job competencies in order to identify valid merit selection criteria and examination material.

To consult with agency staff, union representatives, and management personnel concerning merit selection and appraisal issues; to provide technical advice in the implementation of organizational strategies related to recruitment issues.

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 conduct comprehensive group job analysis ("brainstorming") or individual job review for the purpose of developing content valid rating tools.

To review disputed or unclear descriptions of individuals' job functions and/or work background to develop written, oral, performance and education and experience scores; minimum qualifications for admission to exams; and related human resource applications.

To develop written reports and analytical summaries dealing with assigned merit selection and appraisal topics.

To review statistical analyses of written examination results for the purpose of identifying items validity, adverse impact, pass point and overall test validity.

To review class specifications and recommend revisions and adjustments which will clarify and distinguish competency levels for use in merit selection initiatives.

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

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 merit selection and appraisal 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 merit selection and appraisal; 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 merit selection and appraisal; 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 merit selection and appraisal.

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