



Classification: Personnel Analyst I

Title Code: V00231

Pay Range: 18

POSITION SUMMARY:

This is entry-level professional personnel work of moderate technical difficulty, assisting in the personnel activities of the Human Resources Division. An employee of this class performs a variety of specialized work in the personnel field. The employee must exercise some independent judgment and discretion in contacts with Patrol employees, the general public, and personnel from state agencies and private organizations. Work is subject to close supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates job postings and selection processes for vacant positions to include posting vacant position(s), evaluating applications to determine eligibility, securing interview board members, composing interview questions, tabulating interview results and written examinations, and responsible for notification of results to appropriate personnel and applicants.

Examines personnel transaction requests to determine conformity to established procedures and standards; drafts endorsements concerning appropriate action to be taken. This may include calculating payroll transactions, tracking authorized strength, determining assignment locations, analyzing employment background, etc.

Assists in conducting job classification/reclassification and salary studies on existing employees; reviews job task analysis questionnaires, descriptions, and other documentation relevant to classification evaluation; performs desk audit of employee(s) to ensure accurate classification and researches related duties within other agencies; consults with more experienced analysts and supervisor throughout the project; and submits draft recommendations on the appropriate classification and pay.

Prepares written job descriptions detailing the essential functions and duties of each position; revises current job descriptions and creates new descriptions as a result of a job reclassification, allocation of a new position by the legislature, etc.; requests information from divisions and troops to ensure descriptions remain accurate.

Conducts pay surveys for current and proposed job classifications as well as those requested by outside agencies; develops the appropriate survey instruments, determines the appropriate parties to be surveyed; calculates the cost impact of the proposed pay adjustments; and makes recommendations as to the appropriate pay range.

Conducts new employee orientation; to include ensuring all required documentation is completed; conducting or arranging for drug testing, providing tour of campus; and answering questions regarding benefits, policies, and procedures.

Maintains all division and troop FTE (Full-time Employee) and organizational charts; prepares associated reports as necessary.

Coordinates and processes all necessary documentation for various employee programs, to include Tuition Reimbursement, Take Your Kid to Work Day, etc.

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Conducts research and drafts correspondence in response to routine internal and external requests for information regarding employment issues; assembles necessary attachments.

Coordinates the Student Internship Program by processing requests to determine job relatedness and position availability within the Patrol; consults with component commander for approval; maintains contact with component and intern throughout process to ensure compliance with established policy and to assist with any issues.

Serves as liaison between the Human Resources Division and assigned components to provide assistance with job vacancies, policy and procedure questions, and general employment issues.

Processes all claims for unemployment compensation; attends unemployment hearings, as necessary.

Assists with the review and revision of forms, policies, fiscal notes, etc.; assists with providing training related to policies and procedures.

Assists in the analysis and preparation of reports such as turnover rates, unemployment insurance, current vacancies, adverse impact, etc.

Attends meetings, seminars, conferences, training programs, etc. pertaining to work related issues.

Assists with maintaining the division's web and intranet sites.

Performs job-related travel to conduct employee testing, salary and/or classification studies, and training as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the laws, principles, and practices of human resources (HR) with particular reference to classification, compensation, employee performance appraisal systems, recruitment, selection of employees, placement, retention, employee relations, Title VII, ADA, ADEA, Civil Rights Act, EEO Regulations, FLSA, FMLA, discrimination and harassment issues, etc.

Knowledge of various HR issues and laws (i.e., grievance procedures, Affirmative Action, Equal Employment Opportunities, etc.).

Knowledge of applicable statistical concepts and methods.

Knowledge of personal computers and software (e.g., Microsoft Word, Excel, Lotus Notes, Internet, PowerPoint, SAM II HR, etc.).

Ability to process assignments associated with filling vacancies as detailed in the description of duties.

Ability to research, gather, correlate, and analyze facts to develop letters, charts, statistical reports and develop recommendations and/or solutions to issues.

Ability to exercise judgment and discretion in the performance of duties.

Ability to deal with a large amount of work within predetermined deadlines by prioritizing and organizing work.

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Ability to deal effectively with stressful and adverse situations.

Ability to learn patrol policies and procedures.

Possess excellent communications skills, to include proper and effective use of grammar, punctuation, and sentence structure.

Ability to work as a team member and positively interact with a variety of people, including administrative staff, employees, applicants, and the general public.

Ability to conduct presentations, training programs and workshops.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or related field (comparable work experience in a public or private personnel office may be substituted on a year-for-year basis for the required education).

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.