

Opening Date: May 14, 2013

Closing Date: May 28, 2013



JOB OPPORTUNITY BULLETIN

TITLE: PERSONNEL ANALYST I OR II

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DESCRIPTION: This Personnel Analyst position is assigned to the Missouri State Highway Patrol's Human Resources Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is professional personnel work of advanced difficulty, assisting in the personnel activities of the Human Resources Division. An employee in this classification performs a variety of specialized work in the personnel field. The employee must exercise independent judgment and discretion in contacts with Patrol employees, the general public, and personnel from state agencies and private organizations.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **Personnel Analyst I:** 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). **Personnel Analyst II:** Possess a four-year degree in Human Resource Management, Personnel Administration, Public Administration, Business Administration, or closely 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) AND one year as a Personnel Analyst I or comparable experience.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,215.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Personnel Analyst position **must complete and submit** the Patrol's on-line application prior to the application deadline. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at www.mshp.dps.mo.gov to complete an **on-line Application for Civilian Employment (ACE)**. Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current Patrol employees who meet the minimum qualifications may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of June 10, 2013. The tentative start date for this position is within 30 days of the interview.

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Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

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