

## PERSONNEL ANALYST II

This is independent professional and analytical work interpreting, applying and maintaining programs.

### I. DIFFICULTY OF WORK:

Complexity of Assigned Work - Work involves both recurring duties and new assignments in providing personnel services for agencies usually having frequent growth and change in structure and programs. Work is specialized in one or more areas, such as classification, training, or employee relations. Work involves frequent procedural and policy decisions.

Nature of Guidelines - Numerous well-established guidelines and techniques are generally available and can be used in most cases. Judgment is frequently used in analyzing and interpreting a variety of personnel transactions, problems, or situations and making decisions on them using established guidelines.

### II. RESPONSIBILITY:

Impact of Work - Work has direct and indirect effect on employees and agency programs in the evaluation and application of personnel principles to a variety of problems in areas such as training, classification, and employee relations. Recommends new program methods and techniques to meet changing needs.

Work Controls and Supervision Received - In some cases general instructions are received stating purposes and desired results of new personnel assignments. Most work is performed independently, with general review from the personnel supervisor or officer on a project basis. Decisions made on employment, promotion, and classification pay matters are reviewed at the State level, usually on a post-audit basis.

Responsibility for Others - Typically, employees either supervise or coordinate the work of a few technicians or clerical workers, or they may have no supervisory responsibilities.

### III. PERSONAL RELATIONSHIPS:

Has regular contact with various agency program supervisors and employees with specific personnel supervisors and analysts at the State or departmental level. Contacts are for interpreting, explaining, or requesting personnel information to maintain control and coordination with agency program managers and with appropriate State level officials.

### IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Ability to analyze needs and resources and to recommend and communicate effectively with others utilizing listening, writing, and speaking skills to exercise judgment and discretion in applying and interpreting a variety of personnel and departmental policies and procedures; to establish and maintain effective working relationships; to work independently; to supervise or coordinate the work of others.

Considerable knowledge of personnel and management practices; of the policies and procedures of the program area of assignment; and of agency or institution programs and organization. Considerable knowledge of a variety of occupational groups (Position Analysis) or of staff development and training principles and techniques (Staff Development).

Minimum Training and Experience Requirements - Graduation from a four year college or university and two years and six months of experience in personnel administration in a technical or administrative capacity involving the development of proposed policies and procedures, and the application and interpretation of policies and procedures in at least one of the program areas assigned to the position; or an equivalent combination of training and experience. If the position is a specialist in a personnel functional area, the following experience is required:

Position Management - Two years and six months of experience in the field of job evaluation or organizational analysis involving researching and evaluating information, and formulating decisions based on information gathered; or, work of a similar analytical nature

Employee Relations - Two years and six months of experience in the application and interpretation of employment laws and policies as they relate to employee/employer issues; or work in a directly related field.

Equal Employment/Affirmative Action - Two years and six months of experience in the application and interpretation of EEO/AA laws and policies, and the development of EEO/AA plans including responsibility for reporting, summarizing and analyzing EEO/AA information; or work in a directly related field.

Recruitment/ Salary Administration/ Policy - Two years and six months of experience in the application and interpretation of recruitment, salary administration, and/or employment policies, standards, and guidelines; or work in a directly related field.

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.