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Creator: Clark, Mandy

\* Required

\* Requisition #: 201702917

\* Department: Department of Administrative Services

Division: State Personnel

\* Class Spec: K17212 - Personnel Analyst II

Working Title: Personnel Analyst II

Desired Start Date:

\* Hiring Managers: Bentz, Karen Borer, RJ Wood, Bill

Job Term: PERM FULL TIME

List Type: Regular

Vacancies: 1

Position Type: Existing Position (Replacement of Staff)

Position Control	Position #	First Name	Last Name	Vacancy Date
	06580304	Garrett	Bush	06/23/2017

Skills:

Comments: Approval attached. Please use the attached analyst formatting.

released to Recruitment; KBentz 9.7.17 2:15 pm

Authorization Comments:

Dept of Transportation, EEO tracking Not Applicable

Description Administrative Services has an exciting opportunity for an inquisitive and innovative professional with strong analytical and communication skills. As a Personnel Analyst you will discover the impact and mission of each assigned agency and act in a consultative role to agency management in pursuit of these missions. You will apply classification and compensation review processes to ensure the appropriate and consistent classification of duties and assigned pay ranges state-wide. The Personnel Analyst will act in an advisory capacity to agency management, conducting research projects and providing recommendations regarding organizational and compensation issues which often have State-wide impact. Effective communication abilities will be used to explain interpretations of State and Federal labor laws and regulations, proposals, and analysis findings. This position will be understaffed as a Personnel Analyst I with the expectation of promoting to a Personnel Analyst II. This position will be understaffed as a Personnel Analyst I with the expectation of becoming a Personnel Analyst II. Starting pay for Level I is \$18,394. Level II starting pay is \$22,850.

Job duties -Perform classification and compensation studies -Compose formal decisions and recommendations on the Department's behalf. -Reviews and verifies personnel transactions within multiple HR information Systems (HRIS). -Interprets and provides guidance on the Personnel Rules and Regulations, and State and Federal employment laws and regulations.

Qualifications / Requirements REQUIREMENTS: Bachelor's degree in personnel or human resources; management; business administration; employee or labor relations; organizational or business communications; or related general administrative disciplines, and one-year experience performing personnel/human resources work involving recruiting and onboarding new employees; or conducting fact-finding and providing guidance concerning grievances, disciplinary actions, and other employee related issues; or interpreting and applying recruitment and selection, or salary administration, or employee relations, or other personnel policies, criteria, and standards. OTHER: Must have valid driver's license or ability to provide independent transportation.

Knowledge, skills and abilities Knowledge of: The principles, terminology, and practices of public personnel administration; State and federal personnel and employment laws, standards, familiarity with State Personnel Rules, and Labor Contracts (NAPE/AFSCME, SLEBC and SCATA); Fundamental mathematical and descriptive concepts; Legal and occupational developments related to human resources management practices. Skill in: Communicating HR rules and laws to those who are not familiar with HR; Communicating and defending your decisions to agency heads or employees. Ability to: interpret and apply executive and legislative mandates and decisions as well as State Personnel Division system-wide personnel policies; interact with varying levels of co-workers, employees, and representatives of agencies and employee associations; communicate effectively to explain technical information, justification for determinations, procedures, and share ideas and findings; plan and organize daily and long-term assignments; interpret and

apply numerical results of studies and surveys; exercise judgment and discretion during the administration of personnel goals, plans, and decisions; use personal computers and associated software including word processing, spreadsheet, database, presentation, and electronic communication applications.

Hiring rate of position See Position Description

Is this position entirely or partially federally funded? (applies to permanent vacancies only) No

Is position exempt or non-exempt from overtime? Non-exempt (overtime required)

Date Approved by Hiring Manager (MM/DD/YYYY) Closing date 09/18/2017

Indicate where the position is to be advertised. Advertising language Please use the attached analyst formatting. Approval to fill is attached.

Location and address of position 1526 K Street

Work schedule M-F 8-5

Will position be filled by SOS? No

Will position be filled as agency temp? No

End date of temporary assignment

If part time, list hrs per week.

Other than ESS, will SOS employee need Enterprise One access? No

Reason position is being filled on a temporary basis. Not applicable

Dress code Business Casual

Supervisor name/phone William Wood

Is driving required? Yes

Approvals None

**Attachments:** [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
Approval	08/25/17	<a href="#">Personnel Analyst 06580304</a>	<a href="#">Delete</a>
Analyst Description.docx	09/06/17	<a href="#">Analyst_Description.docx</a>	<a href="#">Delete</a>

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