**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 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.