

**OCCUPATIONAL ANALYST****NATURE OF WORK IN THIS CLASS**

This is professional work involved in analyzing, deferring, and evaluating a single job or a group of related jobs to develop basic data for recruitment, training, and job utilization.

Employees in this class perform a variety of complex professional occupational analysis work independently on an on-going basis.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Provides technical assistance to employees in the solution of personnel problems by the use of such techniques as job analysis, aptitude testing, and personnel utilization studies.

Interviews workers in all occupations and observes tasks being performed to determine job relationships and job contents as necessary in the development of job descriptions.

Reviews job descriptions with workers and supervisors to ensure accuracy and completeness.

Evaluates jobs to determine their relative worth when compared with other jobs in the organizational pattern.

Applies predetermined evaluation system criteria to all compensable factors in each job to establish grade level, and develops hiring specifications.

Prepares reports of occupational studies emphasizing points of information which are found to exist in such personnel practices as recruitment, placement, promotion, transfer, training, better utilization of workers, and other personnel policies.

Participates in the development of classification plans and in occupational research surveys.

Conducts training and provides technical assistance to promote use of job analysis materials, tools, and concepts in areas of curriculum development, career planning, job restructuring, and government and employment training programs.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of the principles and techniques of personnel administration including job analysis, job specifications, classification plans, job evaluations and related practices.

Ability to apply, interpret, and make decisions in accordance with personnel laws, rules and regulations, policies and other appropriate guidelines.

Ability to gather and analyze facts and provide technical recommendations.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle may be required.

**MINIMUM EXPERIENCE AND TRAINING**

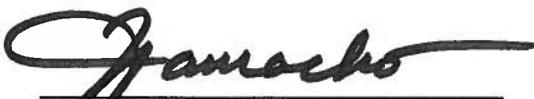
- a) Two (2) years of experience in labor, industrial or public relations, public or private employment service, personnel administration or related work and graduation from a recognized college or university with a Bachelor's degree in public or business administration, social or behavioral science, or related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid driver's license may be required.

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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission