

PERSONNEL MANAGEMENT ANALYST I

NATURE OF WORK IN THIS CLASS:

This is responsible personnel management work in the administration of governmentwide programs and systems under the cognizance of the Civil Service Commission.

Employees in this class perform a variety of routine to moderately complex professional personnel management work independently on an ongoing basis and participate in the performance of more complex work.

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.)

Reviews classification and pay requests requiring the Board's action for conformance with established program requirements and for technical soundness; provides appropriate recommendations, such as to approve the request as submitted, disapprove the request in its entirety, or modify the requested action.

Participates in the conduct of salary surveys or comprehensive position classification studies and provides technical recommendations. Confers with department/agency heads and other management officials and employees on personnel and management problems; evaluates problems/situations and provides appropriate recommendations.

Explains the various laws, policies, rules and regulations concerning personnel and administrative practices to management officials, personnel agencies and employees in the three branches of government.

Reviews and post-audits personnel transactions effectuated by the various personnel agencies to insure compliance with pertinent laws, rules, policies and other governing regulations; recommends corrective action in accordance with the statutory authority and power of the Commission where violations are noted.

Conducts research and investigates conditions of government employments and reports findings and recommendations.

Reviews discrimination and other complaints, grievances and appeals filed by employees and/or the public and decides on the procedures to be followed; conducts necessary investigations and reports on findings and recommendations.

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Reviews the Affirmative Action Plans of the various departments/agencies for conformance with program requirements and guidelines; recommends appropriate action to be taken in cases where non-conformance are noted.

Participates in the conduct of seminars, workshops and orientations concerning the various programs and functions of the Commission.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public personnel administration in the various specialty areas, such as position classification and compensation administration, recruitment and staffing, labor relations.

Knowledge of the principles and techniques of management and administration.

Ability to collect, analyze and draw valid conclusions from information and facts relating to personnel management programs and functions of the government.

Ability to evaluate management practices, rules, regulations, procedures for the purpose of improving personnel-management relations.

Ability to interpret and make decisions in accordance with pertinent laws, policies, rules and regulations and other program guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to prepare comprehensive reports and to present facts clearly and concisely, orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of specialized experience as a Personnel Specialist or related work and graduation from a recognized college or university with a Bachelor's degree; or

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(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: September, 1982

Pay Range: 28



RONALD B. AGUON,
Acting Executive Director
Civil Service Commission