

Personnel Management Analyst III

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform the full range of complex personnel management work, including independent work in the Commission's various specialized functional program areas of the profession. Employees often serve as team or group leaders on assigned projects and activities having government-wide coverage.

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

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

Participates and coordinates with participating agencies in the conduct of salary surveys and classification studies and projects; provides technical analysis and recommendations in the areas of coverage and methodology, implementation procedures, adverse impact, cost impact.

Interprets and explains the various personnel and administrative laws, policies, rules, regulations and practices to management officials, personnel agencies, labor relation officials, employees and the public.

Post-audits personnel transactions effectuated by the various personnel agencies to insure compliance with governing laws, rules, policies and other program guidelines; recommends corrective actions where violations are noted in accordance with the statutory authority and power of the Commission.

Responds to inquiries regarding the proper procedures and other requirements governing the administration of the personnel and management systems and programs for government employees in the three branches of government.

Conducts research and investigates conditions and practices of government employment and alleged violations of pertinent laws and recommendations and reports findings, conclusions and recommendations.

Responds to discrimination and other complaints, grievances and appeals filed by employees and/or the public.

Provides directions and guidance to agencies in the development of affirmative action plans; reviews these plans for compliance with requirements of law, executive order and Civil Service Commission guidelines and recommends appropriate changes as required; coordinates the EEO counseling and the processing (investigations, hearings, appeals) of complaints in accordance with Civil Service Commission program guidelines.

Reviews and recommends changes in the personnel management systems and programs to improve effectiveness.

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 pay administration, recruitment and staffing, and 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 and recommend 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) Two years of experience as a Personnel Management Analyst II or

one year as a Personnel Specialist IV or equivalent work and graduation from a recognized college or university with a Bachelor's degree; or

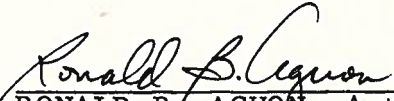
b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: September, 1982

Pay Range: 39



RONALD B. AGUON, Acting
Executive Director
Civil Service Commission