

PERSONNEL ANALYST TRAINEE**Nature of Work**

Under direct supervision, this is beginning level professional work in the development and implementation of human resources programs and systems within the state Division of Personnel. Through formal and informal training programs, acquires the knowledge, skills and abilities to perform professional human resources administration work in selected areas of the division. Travel may be required. Performs related work as required.

Examples of Work

At the trainee level:

Conducts job analysis for the development of written examinations and other personnel selection devices; conducts tests for validation studies in compliance with the Uniform Guidelines on Employee Selection and state and federal personnel laws.

Conducts research on test development techniques and represents the division on subject matter expert committees and other panels in the development and revision of selection devices; conducts employee selection research in the development of new selection procedures.

Participates in comprehensive organization classification studies leading to the establishment, revision and implementation of job classifications; consults with agency human resources and management/employees in conducting classification studies.

Develops survey instruments and conducts salary surveys; prepares and defends salary administration proposals; conducts cost analysis and presents same to the State Personnel Board.

Assists in the development of personnel policies, interpretive bulletins, position papers and related publications by researching federal and state statutes, case law and professional personnel publications.

Drafts responses to inquiries from employees, state agencies and the general public on employee relations issues; prepares same for signature by Assistant Director, Director, Cabinet Secretary and the Governor's Office.

Conducts research, analyzes data/information and documents findings on emerging human resources issues and presents the same.

Assists in developing revisions to the State Personnel Administrative Rule.

PERSONNEL ANALYST TRAINEE (cont'd)

Examples of Work (cont'd)

Consults with agency management/employees in the resolution of employee relations issues; reviews draft correspondence related to employee relations issues to ensure accuracy, clarity, specificity and the application of procedural due process.

Knowledge, Skills and Abilities

Ability to acquire the following:

Knowledge of the principles, concepts and professional standards of public personnel administration.

Knowledge of basic mathematical and statistical concepts and methods.

Knowledge of state government organization, functions and services.

Knowledge of state personnel rules and regulations, policies and procedures.

Knowledge of federal and state laws and legal precedent relating to human resources administration.

Ability to plan, organize and prioritize work.

Ability to evaluate and analyze data and develop sound conclusions from the same.

Ability to interact effectively with employees, agencies/supervisors and the general public.

Ability to communicate effectively, orally and in writing.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a degree in public or business administration, psychology, industrial relations, math, statistics, education, industrial psychology, english, history, political science, social sciences or related fields. Preference in making appointments may be shown to individuals with training directly related to the area of assignment.

Established: 09/19/02

Effective: 09/19/02