

ASSOCIATE PERSONNEL ANALYST

Code No. 3-08-169
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory professional personnel position responsible for directing the implementation of personnel policies, practices, and procedures in a central personnel office or in the personnel section of a large government department or agency. Employees direct the activities of one or more functional areas in a large central personnel office, or a broad range of personnel activities in a large government organization. Independence is allowed when establishing internal procedures, schedules, and priorities required to carry out personnel activities, and in the supervision and evaluation of assigned staff. Duties are performed in accordance with established policies and procedures, Civil Service law, and local rules and regulations. This position differs from Senior Personnel Analyst by virtue of the broader scope of supervisory responsibility for senior-level clerical and professional personnel employees and the increased involvement in analysis and development of agency personnel policy. This position differs from parallel positions in the Personnel Technician series in that the latter series is restricted to use in the Civil Service/Human Resources Office. The employee reports directly to, and works under the general supervision of a Personnel or Human Resources Director or other higher level staff member. General supervision is exercised over a professional personnel and/or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises professional and clerical staff and participates in the implementation of personnel policies, practices and procedures in such areas as recruitment, selection, compensation, staff development and training, position classification, benefits administration, payroll certification, and in the development of personnel information systems and affirmative action plans;

Supervises the preparation, review, and processing of personnel change documents, position requisitions, and other support materials for conformance with approved budget, Civil Service law, personnel policies and regulations, and collective bargaining agreements, as appropriate;

Analyzes department or agency procedures and practices, develops recommendations to improve staff efficiency, accuracy, and effectiveness, and directs implementation of new or modified methods and procedures;

Analyzes department or agency personnel policy and its implications, and develops proposals for the adoption of new or modified policies;

Advises employees, department head(s), and the public on items such as benefit programs, earned credit banks, agency personnel policy, Civil Service law, eligible lists, layoff lists, etc.;

Coordinates training program activities offered to employees through outside agencies and educational institutions, and directs the administration of agency tuition reimbursement/assistance program;

Writes narrative materials for personnel policy or procedural manuals or other documents, and trains department staff and other employees in new policies and procedures and in the use of these manuals;

Oversees the implementation of the collective bargaining agreement on items relating to personnel, and makes suggestions for modifications in the labor agreement, as appropriate;

Supervises staff in conducting wage and salary surveys, and in securing information regarding job duties and writing proposed job descriptions;

Develops a variety of narrative and descriptive statistical reports and correspondence relating to personnel activities within the department or agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of personnel administration, including recruitment and selection, compensation, employee benefits, staff development and training, benefits administration, and employee and labor relations; good knowledge of the principles and practices of supervision; good knowledge of government organization and functions as related to personnel activities; good knowledge of Civil Service laws, and local rules and regulations; good knowledge of Affirmative Action program concepts and goals; working knowledge of the principles and practices of public sector labor relations and the implementation at collective bargaining agreements; ability to communicate orally and in writing and make effective oral presentations; ability to analyze personnel procedures and policies, recognize procedural and policy defects, recommend corrective action, and monitor implementation of new policies and work methods; ability to establish and maintain effective working relations with others; ability to organize materials and create effective narrative and descriptive statistical reports and business correspondence; ability to plan, organize, monitor, and evaluate the work of professional and clerical staff; ability to organize individual workload and meet established deadlines; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Labor Relations, Industrial Relations, Personnel Administration, Human Resource Development or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience in personnel activities including one or more of the following: interviewing, recruitment, selection, labor or employee relations, position classification, benefits enrollment and explanation, or staff development and training, one (1) year of which must be in a supervisory capacity; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must be in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must be in a supervisory capacity; OR,
- (D) Seven (7) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must be in a supervisory capacity; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: November 14, 1985

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