

PERSONNEL ANALYST

Code No. 3-05-098

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional personnel position responsible for assisting in the implementation of personnel policies, practices, and procedures in a central personnel office, or in the personnel section of a large government department, agency or school district. The employee reports directly to, and works under the general supervision of a senior personnel employee or other administrative staff member, and in accordance with established policies and procedures, Civil Service Law, and local rules and regulations. Independence is allowed for the development of internal procedures and schedules to carry out assignments. General supervision may be exercised over subordinate personnel staff and/or clerical employees. This position differs from parallel positions in the Personnel Technician series in that the latter career series is restricted to use in a Civil Service/Human Resources Office. 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.)

Assists in developing and implementing personnel policies and procedures, in such areas as recruitment, employee relations, selection, compensation, staff development and training, employee benefits, position classification, payroll preparation, and in the development of personnel information systems and affirmative action plans;

Advises employees, department heads and the public on items such as benefit programs, earned credit banks, agency personnel policy, Civil Service Law, personnel policies and regulations, and collective bargaining agreements as appropriate;

Assists in coordinating activities with the Monroe County Department of Human Resources and in resolving personnel problems involving Civil Service Law, rules and regulations, position classification, payroll certification, and examinations;

Supervises clerical staff in the preparation of materials and the maintenance of records relating to personnel activities;

Analyzes office procedures, and develops recommendations that will increase efficiency or effectiveness;

Reviews job applications, screens applicants for placement, and interviews individuals seeking employment;

Coordinates training program activities for courses offered to employees through outside agencies and educational institutions, and directs or participates in the administration of agency tuition reimbursement program;

Develops a variety of reports and correspondence relating to personnel activities within the department or agency;

Processes a variety of personnel related paperwork such as lay off lists, termination papers, and accident reports;

Assists in labor relations activities including researching issues and implementing well-defined contract provisions;

Secures information regarding job duties, and develops position duty statements and proposed job descriptions;

Conducts wage and salary studies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of personnel administration, including recruitment and selection, compensation, employee benefits, staff development and training, and employee relations; good knowledge of government organization and functions, especially as related to personnel activities; working knowledge of State Civil Service Laws and local regulations; working knowledge of Affirmative Action program concepts and goals; ability to analyze personnel programs and procedures and recommend improvements; ability to speak effectively and make oral presentations; ability to organize individual workload and meet established deadlines; ability to plan, organize, monitor and evaluate the work of subordinate personnel and/or clerical staff; ability to establish effective working relationships; ability to interview job applicants and screen for appropriate placement; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and, 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, or Personnel Administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional* experience in personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent professional* experience as defined in (B) above; OR,
- (D) Five (5) years paid full-time or its part-time equivalent professional* experience as defined in (B) above; OR,
- (E) Five (5) years paid full-time or its part-time equivalent experience in a clerical or secretarial position in a personnel department involving either independent responsibility for the performance of duties in support of a staff engaged in personnel activities as defined in (B) above, or for the supervision of a clerical unit which supports the personnel activities as defined in (B) above; OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

*professional, for the purposes of these minimum qualifications, does not include clerical or secretarial experience.

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

REVISED: December 19, 1985

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