

DESCRIPTION: Under close to general supervision, learns and applies job analysis, classification, and evaluation principles, policies, and procedures used by the AS - State Personnel Division. Performs analytical work involving the collection, evaluation, and documentation of data related to agency classification and compensation requests and other personnel activities. Provides technical advice and assistance to state agency managers, employees, and others on current personnel practices and on-going requests and activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the entry classification level of the Personnel Analyst series of two classes both of which perform personnel evaluation work but with different levels of complexity and responsibility. Incumbents of positions assigned to the first level initially are in a training status to acquire necessary competencies and to work with increasing independence. Incumbents at the entry level should eventually perform work expected at the higher level of the class series. Positions at the higher level perform more complex work such as coordinating system-wide evaluation projects; developing and implementing revised or new personnel job classification and evaluation practices; or researching and recommending personnel service initiatives. This series is used solely by the AS – State Personnel Division, with corresponding agency personnel jobs assigned to the Personnel Officer/Manager series.

Positions at the entry level initially have well-defined assignments relative to the analysis and evaluation of standard personnel requests and actions involving classification, compensation, and other personnel services. Work is performed under detailed instructions with the purpose and end results well defined. The supervisor and the incumbent mutually establish proposed plans, schedules, and courses of action. Individual determinations and recommendations are reviewed for conformance to technical standards; addressing needs of State agencies or individuals affected, and program policies, goals and mission of the State Personnel Division. Positions typically report to a higher-level personnel program administrator.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Collects and analyzes job and compensation information using established and new methods to compare, evaluate, and classify jobs, provide technical information, and identify benchmark jobs, prevailing pay rates, and pay relationships, used to develop classification and pay proposals.

Reviews agency classification and compensation requests and other actions to ensure equity and competitiveness. Interprets and applies job factors to individual positions' assigned work and required qualifications to determine the appropriate classification assignment, union contract coverage, overtime status and other personnel determinations.

Explains proposals and recommendations to the supervisor and agency representatives, including changes in classes and pay rates, and determinations that differ from agency requests.

Represents the overall interests of the State Personnel System and presents the perspectives of participating agencies and other parties during job classification and evaluation, and other personnel studies and actions.

Confers with the immediate supervisor and others about classification decision appeals and prepares responses, for technical review, to provide information and explain classification and compensation practices and decisions to those reviewing the process followed and decisions made.

Responds to inquiries from public or private organizations about pay ranges and compensation practices, job class specifications and titles, personnel rules and policies, and union contracts.

Prepares and processes documents (e.g., correspondence, agency rationales, interpretations of statistics, ratings and findings of studies, job descriptions and classification findings) to provide or retain data used, analyses/conclusions made, and decisions made or agreements reached.

Participates in team meetings and peer reviews to gain an understanding of practices and perspectives, develop a better application of classification and compensation principles and decision-making techniques, and improve the effectiveness of products and decisions made.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles, terminology, and practices of public personnel administration; the job characteristics and requirements of occupations used within Nebraska State government; State and federal personnel/employment laws, standards, personnel rules, and labor contracts; the mission, programs, and organization of State agencies; State labor/employee-management relations practices; State human resources computer applications and databases; fundamental mathematical and descriptive statistical formulas; legal and occupational developments related to human resources management practices; agency human resource management policies and practices; executive and legislative mandates and decisions that affect State personnel administration activities.

Ability to: interact with co-workers, employees, and representatives of agencies and employee associations on a one-to-one and group basis; communicate in person and by telephone, email, and correspondence to explain technical information and procedures and share ideas and findings; plan and organize daily and project length assignments; apply various regulatory and program related statements to personnel issues, requests, and activities; understand staffing patterns and needs of assigned agencies; write complete class specifications based on current job responsibilities and worker requirements of job classes; informs State agency managers and representatives about administrative options and constraints affecting personnel matters; coordinate the evaluation of personnel and employment activities and summarize findings for management officials; interpret and apply numerical results of studies and surveys; interpret and apply State Personnel Division system-wide personnel policies to on-going, confidential and new situations; coordinate and review the work of others; exercise judgment and discretion during the administration of personnel goals, plans, and decisions which affect the interests and priorities of State government and agencies; use personal computers and associated software including word processing, spreadsheet, database, presentation, and electronic communication applications.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in personnel or human resources; management; business administration; employee or labor relations; organizational or business communications; or related general administrative disciplines, and one-year experience performing personnel/human resources work involving recruiting and onboarding new employees; or conducting fact-finding and providing guidance concerning grievances, disciplinary actions, and other employee related issues; or interpreting and applying recruitment and selection, or salary administration, or employee relations, or other personnel policies, criteria, and standards.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).