

SENIOR HUMAN RESOURCE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for managing the Civil Service administration function and the performance of duties in various areas of human resource administration, including position classification, specification development, job audits, examinations, application review, payroll, employee relations, benefits administration and training. The work is performed under the general supervision of the Director of Human Resources with wide leeway allowed for the exercise of independent judgment. The incumbent supervises staff involved in the Civil Service administration function. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains control of the classification plan of assigned departments or civil divisions by the review of new classification and reclassification submissions, the conduct of job audits and the writing of new and revised class descriptions;

Maintains control over the conduction of examinations through the submission of Requests for Examination Assistance to the State Commission and through communication of local examination needs to appropriate local Civil Service staff;

Provides assistance in the certification of payrolls or maintenance of employee records for assigned departments or civil divisions;

Assists in the preparation of examinations, including the conduct of job analyses, the preparation of written test material and the development and administration of oral examinations, performance tests, evaluations of training and experience and other appropriate formats;

May review applications for non-competitive and provisional appointments and for examinations for compliance with minimum qualifications;

Participates in labor relations activities including researching issues and implementing contract provisions;

Assists in developing and implementing human resource 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 human resource information systems and affirmative action plans;

Participates in the conduct of classification and compensation surveys, including the review of questionnaires, the interview of employees, the allocation of positions and the handling of appeals;

Advises employees, department heads and the public on items such as benefit programs, agency personnel policy, Civil Service Law, human resource policies and regulations, and collective negotiating agreements as appropriate;

Participates in staff meetings and conferences to assist in the establishment of operating procedures and internal policies;

Supervises staff participating in Civil Service administration;

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SENIOR HUMAN RESOURCE ANALYST (cont'd)TYPICAL WORK ACTIVITIES: (CONTINUED)

Coaches and mentors Civil Service staff;  
Trains staff individually and as a group;  
Assesses skills and competency levels;  
Conducts performance appraisals for Civil Service staff;  
Assists in the development and implementation of a mentoring program;  
Provides training for appointing authorities on Civil Service administration and related topics;  
May be designated to act for the Director of Human Resources Director in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of public personnel administration; good knowledge of Civil Service Law and local rules and regulations; good knowledge of class description development; ability to interview employees relative to position classification; ability to write clearly and concisely; ability to assimilate data; ability to organize material; ability to develop examinations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional relationships; tact; integrity; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus, Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration, Business Administration, Personnel Administration, Industrial Labor Relations, Human Resources, Organizational Development, Staff Development, or a closely related field AND two (2) years paid full-time or its part-time equivalent experience in personnel administration that must have included either: employee recruitment and placement, labor relations, employment interviewing, examination administration, classification, benefits administration, or staff development and training,
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years paid full-time or its part-time equivalent experience as noted in (1), or
3. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and six (6) years paid full-time or its part-time equivalent experience as noted in (1) above; or
4. Eight (8) years of experience as noted in (1) above; or
5. An equivalent combination of training and experience as set by the limits of (1), (2), (3) and (4) above.

APPROVED: JULY 17, 2012

CIVIL SERVICE CLASSIFICATION: COMPETITIVE