



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISORY PERSONNEL ANALYST	38	B	7.514
PERSONNEL ANALYST III	36	B	7.520
PERSONNEL ANALYST II	34	B	7.521
PERSONNEL ANALYST I	32	B	7.527

SERIES CONCEPT

Personnel Analyst perform professional personnel functions for the central Personnel Department or perform comprehensive personnel functions for a state department, division or agency. Work may involve employee relations, recruitment and selection, classification and compensation, employee development, benefit administration, staffing and payroll.

Incumbents plan and implement recruitment and examination activities.

Incumbents review positions and recommend appropriate classification and compensation levels.

Incumbents make presentations before a variety of hearing bodies.

Incumbents provide advice to department management, line departments or employees on policy and rule interpretation.

Incumbents investigate employee complaints and recommend alternative solutions.

Incumbents conduct research, prepare reports and present findings.

Incumbents perform related work as required.

CLASS CONCEPTS

Supervisory Personnel Analyst:

Under general direction, supervises a professional staff engaged in personnel functions. Incumbents in this class may serve as the supervisor over staff in support of technical services, or they may be a generalist in field services. Incumbents are responsible for planning, organizing and supervising work in the areas of budgeting, staffing, selection and recruitment, training and development, classification and compensation, and administrative services. This class is distinguished from the Personnel Analyst III by the supervision exercised. This is the supervisory level in the series.

Personnel Analyst III:

Under general direction of a Supervisory Personnel Analyst, performs complex, technical personnel functions involving recruitment, selection, testing, classification and compensation duties. Work is performed on complex projects such as comprehensive occupational studies. An incumbent in this class is expected to operate on an independent basis. This class is distinguished from the Supervisory Personnel Analyst, by absence of supervisory responsibility and from the Personnel Analyst II level by the assignment of only the most complex projects, independence of activities and knowledge required. Incumbents may serve as an

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CLASS CONCEPTS (cont'd)

Personnel Analyst III (cont'd)

on-going team leader in the Field Services Division of the Personnel Department. This is the advanced journey level in the series.

Personnel Analyst II:

Under general direction, Personnel Analyst II's perform journey level work in one or more of the following areas: classification and compensation; recruitment and selection; grievance investigation; and policy development; also serves field departments as journey level generalist in support of major divisions or may support Personnel Officer with very complex, statewide specialized programs. The class is distinguished from the Personnel Analyst I level by the level of independent judgment exercised, and the journey level knowledge required. This is the journey level in the series.

Personnel Analyst I:

Under direction, Personnel Analyst I's perform entry level professional personnel work as described in the series concept in one or more functional areas in the State Personnel Department or a State agency. Work may involve overseeing student employment, payroll, recruitment and selection, policy development, classification research and analysis, training, affirmative action coordination, providing guidance and counseling to employees and management, and may serve as a personnel generalist for a section, small division or geographic area of the state for an agency.

MINIMUM QUALIFICATIONS

SUPERVISORY PERSONNEL ANALYST

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field and four years of progressively responsible professional personnel experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: test construction, sources of materials and methodology of valuation and evaluation; the principles of affirmative action and equal opportunity; the methods of research and analysis; employee recruitment; Federal Civil Rights legislation including the principles of affirmative action and equal opportunity; employee relations issues. **Working knowledge of:** State classification plan; interviewing techniques. **Knowledge of:** principles, practices, methods of public personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training; position classification. **Skill in:** presenting department's position before a variety of hearing bodies; examining and resolving problems of a sensitive nature; developing justifications, recommendations and decisions for hearings, appeals or for presentations; written English sufficient to compose routine business correspondence and reports; effectively answering questions and providing solutions to personnel issues; analyzing personnel problems and recommending solutions; effectively negotiating with administrators, managers and employees when presenting controversial issues or new concepts.

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MINIMUM QUALIFICATIONS (cont'd)

SUPERVISORY PERSONNEL ANALYST (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: computerized comprehensive personnel data system including use of applicant tracking. **Detailed knowledge of:** organizational structure of State government, its agencies and divisions; State laws, regulations, rules and policies related to personnel management. **Skill in:** developing and monitoring a budget; interpreting and applying provisions of Nevada statutes, rules and regulations; developing section goals and objectives and evaluating the same; supervising employees performing training, recruitment and testing, and classification and pay activities.

PERSONNEL ANALYST III

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field and three years of progressively responsible professional personnel experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: principles, practices, methods of public personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training; organizational structure of state government, its agencies and divisions; position classification. **Detailed working knowledge of:** state laws, regulations, rules and policies related to personnel management. **General knowledge of:** employee relations; the methods of research and analysis; employee recruitment; affirmative action policies and goals sufficient to monitor department goals and report statistics. **Working knowledge of:** interviewing techniques. **Skill in:** interpreting and applying provisions of Nevada statutes, rules and regulations; analyzing personnel problems and recommending solutions; effectively negotiating with administrators, managers and employees when presenting controversial issues or new concepts; written English sufficient to develop policy and research reports including the preparation of concise summaries of complex legislative proposals.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: test construction, sources of materials and methodology of valuation and evaluation. **Working knowledge of:** State classification plan. **Skill in:** presenting department's position before a variety of hearing bodies.

PERSONNEL ANALYST II

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field and two years of progressively responsible professional personnel experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles, practices, methods of personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training; interviewing techniques. **Knowledge of:** organizational structure of state government, its agencies and divisions; position classification. **General knowledge of:** employee relations; the methods of research and analysis; employee recruitment. **Skill in:** interpreting and applying provisions of Nevada statutes, rules and regulations; analyzing personnel problems and recommending solutions; effectively interacting with all levels of employees and management; written English sufficient to compose routine business correspondence and reports.

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MINIMUM QUALIFICATIONS (cont'd)

PERSONNEL ANALYST II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed working knowledge of: State laws, regulations, rules and policies related to personnel management. **General knowledge of:** affirmative action policies and goals sufficient to monitor department goals and report statistics.

PERSONNEL ANALYST I

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in public administration or a related field; **OR** three years experience as a Personnel Technician III in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: principles, practices, methods of public personnel administration, of classification, pay, recruitment, examination, selection, performance standards and evaluation, and training. **General knowledge of:** the methods of research and analysis. **Skill in:** written English sufficient to compose routine business correspondence and reports; analyzing personnel problems and recommending solutions; effectively interacting with all levels of employees and management.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: organizational structure of state government, its agencies and divisions; state laws, regulations, rules and policies related to personnel management; employee relations; affirmative action policies and goals sufficient to monitor department goals and report statistics; interviewing techniques; employee recruitment. **Knowledge of:** examination development and validation processes. **Skill in:** interpreting and applying provisions of Nevada statutes, rules and regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.514</u>	<u>7.520</u>	<u>7.521</u>	<u>7.527</u>
ESTABLISHED:	08/01/68	01/01/61	12/16/76	01/01/61
REVISED:	12/16/76	12/16/76	07/01/93P	12/16/76
	07/01/93P	11/13/87-3	09/24/92PC	01/19/90R
	09/24/92PC	07/01/93P		10/19/90PC
		09/24/92PC		07/01/93P
				09/24/92PC