



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301100
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Deputy Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005830	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Human Resources Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005947 (29008.0) Deputy Director 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
	for employee distribution; tracks process & maintains records of sub- missions; arranges project work schedules & volunteers with managers, supervisors & section administrators to assist with conferences, train- ings, award ceremonies, graduations & other special events; performs related administrative duties (e.g., drafts correspondence & reports; participates in meetings with divisions & with other agencies; answers telephone inquiries & provides information, advise & assistance to gov- ernment officials, employees & general public); enters & accesses data to generate documents; operates office equipment as needed (e.g., oper- ates facsimile machine to send documents & operates photocopier to make copies).			
10	Performs public relations functions by participating as a team member with other human resources analysts; creates & distributes division em- ployee newsletter, employee handbooks, procedure manuals, division annual reports & other publications/reports; performs research on vari- ous HR topics & participates in quality improvement initiatives; devel- ops survey instruments as needed; compiles results of research & makes recommendations on program & policy changes based upon findings; drafts new & revised statewide policies & procedures; assists in devel- opment of new programs based on research findings; serves as HRD liaison for the DAS Events Calendar; provides technical advise, assis- tance to state, county & state supported colleges or university human resources personnel regarding civil service laws, rules, policies & pro- cedures & human resources practices; performs other related duties as assigned.	Knowledge of 2, 4, 5, 6*, 7*, 8, 9. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.  *developed after employment		
JOB CODE 64613	JOB CODE TITLE Human Resources Analyst 3	Apr 12 7-13-09		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6.23.09	