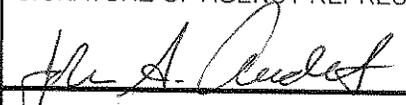


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301850
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Compensation & Recruitment	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005836	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Senior HR Analyst		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005834 Human Resources Manager 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 3 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Manages special projects for Office of Compensation & Recruitment: participates in classification grievance processes including Working Out of Class (i.e., WOC); conducts position audits & represents DAS at State Personnel Board of Review; reviews PD's submitted by centralized agencies for approval; conducts job analysis; develops Civil Service & proficiency tests based on job analysis techniques; evaluates test responses to determine statistical trends & identify potential adverse impact; develops modifications to test based upon job analysis & evaluation of test data; assists in formulation & implementation of test development policy; establishes parameters for review of test plans to include determining sample size within acceptable statistical range.	Knowledge of 1, 2, 4, 5, 6*, 7. Skill in 8. Ability to 9, 10, 11, 12, 13, 14, 15, 16.	
	10	Performs related clerical duties: operates personal computer to type, log, enter access &/or generate correspondence &/or various reports (e.g., job audit reports, compliance reviews, classification & compensation logs & databases, surveys, article reviews, human resources letters, classification specifications); operates office equipment (e.g., facsimile machine, photocopier); answers telephone & responds to inquiries from agency personnel, employees & general public.	Knowledge of 7. Skill in 8. Ability to 14, 15. *developed after employment	
JOB CODE 64613	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 1/15/2009	