

## PERSONNEL ANALYST TRAINEE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a one year traineeship designed to instruct incumbents in appropriate areas of Civil Service Law and public personnel procedures. The training consists of attending applicable State conferences and training seminars and on the job training assignments. The majority of the training consists of on the job training in the home agency. Work assignments given the trainee will be similar to those performed by Personnel Analysts including transaction reviews, application reviews, examination administration, position classification and salary surveys. Direct supervision is constantly available; however, successful candidates will be expected to perform under continually decreasing amounts of supervision. Supervision is not a normal responsibility of this position; however, supervision over clerical support staff may be required on occasion. Candidates who successfully complete the training period will be automatically appointed to Personnel Analyst without further examination. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reads and reviews verbal and written material;

Reads and studies the Civil Service Law and Rules, any supportive court cases and other documents as assigned;

Completes various assignments including reading/ study assignments, research assignments and/ or reports dealing with aspects of public personnel administration;

Participates in classification surveys, reviews classification questionnaires, conducts job audits and prepares tables of organization;

Participates in salary surveys, reviews duties statements and specifications to gain familiarity with positions, reviews organizational charts to gain familiarity with the organization, groups positions into pay ranges, selects key positions, gathers salary data from other agencies, compares outside data from other agencies to existing salaries; prepares charts, graphs and written reports containing recommendations for salaries;

Reviews agency compliance with Civil Service Law, Rules and procedures; investigates questionable actions, issues reports on findings;

Participates in examination administration, reviews applications, prepares examination announcements; reviews recruitment fields and sources for open competitive and promotional examinations, acts as monitor, prepares a variety of forms and reports related to the examination administration process;

Reviews personnel transactions to check for legal compliance and takes necessary steps to correct same if not in compliance;

**Personnel Analyst Trainee**

Advises employees, supervisors, managers, elected officials and public on various aspects of Civil Service Law, Rules and procedures;

Answers telephone, written and direct verbal inquiries concerning aspects of public personnel administration.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the New York State Civil Service Law and the Ulster County Civil Service Rules and Regulations; good knowledge of modern principles, practices, policies and procedures of public personnel administration; good knowledge of position classification and job evaluation; working knowledge of the organization of local government in New York State; ability to study, learn and apply the Civil Service Law and Rules; ability to initiate and carry out special studies relating to Civil Service and personnel activities; ability to communicate effectively; ability to analyze and solve complex problems; ability to maintain records and prepare reports; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a bachelors degree; **OR**
- B. Possession of an associates degree and two (2) years of full-time paid experience which involved the performance of technical or professional work in a government or business office; **OR**
- C. High School graduation or possession of a high school equivalency diploma and four (4) years of full-time paid experience which involved the performance of technical or professional work in a government or business office.

Note: College level study may be substituted for the above required work experience; thirty (30) semester credit hours are considered the equivalent of one year of full-time work experience.

ULSTER COUNTY  
4750 PERS ANL TR  
Classification: Competitive  
Union: UCSA  
MGT

Adopted: As PERS TECH TR June 19, 1979  
Revised: January 14, 1980  
Revised: November 15, 1988  
Revised: January 20, 1989  
Revised: February 2, 1989  
Revised: April 18, 2005