

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PERSONNEL ANALYST I/II/III  
CLASS CODE: I - 3201 II - 2202 III - 2286

FLSA STATUS: I - NON-EXEMPT II/III - EXEMPT  
SUPERVISORY STATUS: I/II- NONE III - LEAD

EFFECTIVE DATE: I - 2/5/2010 (replaces 5/26/1998 version)  
II - 2/5/2010 (replaces 7/9/2002 version)  
III - 2/5/2010

DEPARTMENT: PERSONNEL

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## **JOB SUMMARY**

Performs administrative and analytical work in conducting and/or assisting with routine and complex personnel management activities.

## **CLASS CHARACTERISTICS**

**Personnel Analyst I:** This entry classification level performs under close to general supervision of the Director or Assistant Director-Office of Personnel Management in assisting with complex duties and processes and in performing the routine or less complex portions of the work.

**Personnel Analyst II:** This full performance level works under general supervision of the Director or Assistant Director-Office of Personnel Management and uses considerable judgement in performing much of the work independently.

**Personnel Analyst III:** This advanced level works under general supervision of the Director or Assistant Director-Office of Personnel Management in performing the most complex duties within the assigned function. Incumbents at this level have considerable knowledge of the policies, procedures, and laws affecting the work and serve as a lead by training others in, and overseeing and managing processes relating to, assigned function(s).

## **GENERAL ESSENTIAL DUTIES**

Participates in and completes departmental and County-wide projects as assigned; assists the Director-Office of Personnel Management with administrative details.

Conducts personnel policy research; develops research formats, collects data, formulates results, and composes reports and papers.

## **ESSENTIAL DUTIES SPECIFIC TO ASSIGNED FUNCTION**

Incumbents may be assigned duties from one or more of the following functions:

### **Recruitment**

Develops, coordinates and administers recruitment and selection processes; creates job announcements and develops associated supplemental questionnaires; determines if and what testing elements will be used; screens applications to determine if minimum requirements have been met.

Prepares interview questions and score sheets; sits on oral board and final interview panels and arranges for other panel members; tabulates scores when applicable.

Oversees the preparation of employment registers and ensures safe keeping of recruitment files according to retention schedule; coordinates the background check and other elements of the hiring process.

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Administers comprehensive promotional or other position testing processes as necessary; researches possible testing elements and determines elements to use considering position, cost, applicability, etc.

Maintains staffing plans for assigned departments; processes approved agenda items and initiates associated personnel actions; provides staffing plan information to Personnel Technician when reassignments and other changes are requested.

Coordinates County attendance at career fairs; prepares display boards and handouts.

### **Benefits and Payroll**

Administers employee benefit programs by ensuring day-to-day processing is in accordance with plan documents, County Rules and Regulations, and/or applicable federal or state laws.

Reconciles complex monthly insurance and other benefit invoices and initiates payment; ensures enrollment and change forms are submitted to vendors for processing in a timely manner.

Conducts monthly benefit orientation meetings for new employees; arranges for vendors to present benefit information; oversees the disbursement and collection of enrollment and other forms.

Plans, coordinates, and presents activities relating to the annual Open Enrollment period; works with benefit brokers in the insurance selection process by suggesting benefit program changes and other improvements to ensure the most comprehensive benefits package is offered given budget constraints.

Maintains benefit deduction and other information in the Human Resource Information System (HRIS); works in conjunction with the Personnel Technician assigned to payroll to monitor County-wide time entry and ensure accuracy of payroll.

Conducts exit interviews with employees terminating or retiring from County service and presents options as allowed by law and/or policy for continuing or discontinuing benefits.

Coordinates and tracks employee leave such FMLA, military, LWOP, and long term disability according to policy

### **Classification and Compensation**

Coordinates day-to-day operation of the County pay plan and classification system; coordinates implementation of COLA's, market studies, and other projects relating to job codes, salary ranges and pay tables.

Creates and updates job descriptions and specifications by performing comprehensive analysis including desk audits as needed; recommends job value and placement within the pay structure.

Maintains and updates the HRIS including assigning job codes and determining and inputting titles, pay ranges, exempt status, worker's compensation codes, and other data to ensure accurate compensation.

Charts benefit cost details according to various merit statuses and position types in order to calculate total compensation value information for grant applications, salary surveys, budget reports and other projects.

Reviews requests and gathers information to prepare and submit Commission Meeting agenda items for staffing plan changes; coordinates processing of approved items.

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Conducts comprehensive market analysis on County positions according to pay plan schedule; documents findings and makes recommendations to ensure the County maintains a competitive position within targeted labor market.

Oversees the distribution and archiving of classification listings and job descriptions; oversees the creation, maintenance, and distribution of organization charts for County departments.

### **Training**

Coordinates County-wide employee training for general career development and for compliance with County Policies and Procedures; schedules facilities and ensures needed tables, chairs, and equipment are set up and in working order.

Researches, gathers, and prepares materials to develop topic-focused training programs appropriate for specific audiences; uses PowerPoint presentations, DVDs, and various visual aids; arranges for guest speakers.

Creates and distributes calendar of training events; oversees tracking and entering of attendance information; follows up with supervisors and/or the Director-Office of Personnel Management regarding employees that do not attend as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### ***Personnel Analyst I:***

**Basic Knowledge of:** federal, state, and county laws and codes affecting personnel administration; County Personnel Rules and Regulations; general structure and functions of county government.

**Skill in:** reading, writing, and basic math; various computer applications including word processing, spreadsheets, and databases; conducting research.

**Ability to:** maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; work under pressure; coordinate multiple technical activities simultaneously; explain County policies and procedures to employees and others; make decisions free from personal bias; maintain confidentiality; distill relevant and useful elements from vast amounts of information.

#### ***Personnel Analyst II (in addition to the knowledge, skills, and abilities listed above):***

**Working Knowledge of:** federal, state, and county laws and codes affecting personnel administration; County Rules and Regulations; structure and functions of county government.

**Skill in:** conducting group training and/or giving presentations; developing research formats; administering processes and projects.

**Ability to:** persuade others in order to achieve desired results; use independent judgement to solve complex problems.

#### ***Personnel Analyst III (in addition to the knowledge, skills, and abilities listed above):***

**Basic Knowledge of:** supervisory practices and procedures.

**Considerable Knowledge of:** federal, state, and county laws and codes affecting personnel administration; County Rules and Regulations; structure and functions of county government.

**Skill in:** negotiating agreements; developing, coordinating, and overseeing work processes and projects for assigned function(s).

**Ability to:** train and lead others.

### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail.

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**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is primarily performed in an office or other environmentally controlled room. Work requires incumbent to occasionally give negative information to department heads, County employees, and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances. Work exposes the incumbent to stress associated with regular deadlines as well as last minute, urgent projects.

### **EDUCATION AND EXPERIENCE**

Selected applicants may be subject to a background check.

**Personnel Analyst I:** Bachelor's degree in business, human resources, public administration or a related field OR four (4) years of work experience that included project and analytical work in human resources. Preference may be given to applicants with PHR, SPHR, IPMA, or other applicable professional certification. Equivalent combinations of education and experience may also be considered.

**Personnel Analyst II:** Bachelor's degree in business, human resources, public administration or a related field and three (3) years of professional level human resources work experience. Preference may be given to applicants with PHR, SPHR, IPMA, or other applicable professional certification. Equivalent combinations of education and experience may also be considered.

**Personnel Analyst III:** (for incumbents selected after 1/1/2010) Bachelor's degree in business, human resources, public administration or a related field and four (4) years of professional level work experience in human resources of which one year included full leadership responsibility over a personnel management function or program OR professional certification such as PHR, SPHR, IPMA and eight (8) years of professional level work experience in human resources of which one year included full leadership responsibility over a personnel management function or program.

### **LICENSING AND CERTIFICATION**

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

### **CAREER LADDER ADVANCEMENT**

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.