



**DUTY STATEMENT**  
Department of Finance  
Human Resources Office

*The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.*

<b>NAME</b>		<b>EFFECTIVE DATE</b>	
<b>UNIT</b>	Human Resources Office	<b>POSITION NUMBER</b>	300-145-5402-XXX
<b>CLASSIFICATION</b>	Analyst III		

**SCOPE**

Under the general direction of the Human Resources Programs Manager (Supervisor II) responsible for the Classification and Pay (C&P) unit, the Analyst III serves as the lead analyst for the C&P unit within the Human Resources Office (HRO). The incumbent performs the most complex and sensitive analytical work related to classification and compensation, recruitment, examinations, and employee relations support. The position provides lead direction, second-level analytical review, and technical expertise to professional analytical staff to ensure consistency, accuracy, and compliance with civil service laws, rules, and departmental policies.

The Analyst III coordinates workflow across the unit, supports program consistency, and provides consultation to management on complex personnel matters.

The position may also maintain selected assignments, as needed, to support operational needs while prioritizing lead responsibilities and complex analytical work.

**ESSENTIAL FUNCTIONS**

30%	<p><b>Lead Analyst Coordination and Quality Review</b> Provide lead direction and coordination to professional analytical staff within the C&amp;P unit. Assist the Supervisor II in coordinating workload and priorities to ensure timely completion of recruitment, classification, examination, and employee relations support activities.</p> <p>Perform second-level analytical review of personnel actions, classification analyses, recruitment packages, examination materials, and employee relations documentation to ensure accuracy, consistency, and compliance with applicable laws, rules, and departmental policies.</p> <p>Provide technical guidance to staff regarding interpretation and application of civil service laws, personnel policies, and HR procedures. Serve as a subject matter expert and resource to staff and management on complex personnel program issues.</p> <p>Identify operational issues impacting workflow or consistency and recommend improvements to enhance efficiency and standardization across the unit.</p>
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25%	<p><b>Classification and Compensation Program Support</b> Conduct and review complex classification and compensation analyses related to organizational structure, position allocation, and classification actions. Evaluate personnel actions to ensure compliance with classification standards, pay regulations, and departmental policies, and provide recommendations to management on appropriate courses of action.</p> <p>Provide consultation to management regarding organizational changes, classification determinations, and position management strategies. Analyze and monitor organizational structures and position control information to ensure alignment with approved structures and appropriate use of classifications.</p> <p>Maintain and monitor position control tracking mechanisms, including vacancy rosters and personnel action logs, to support organizational management and ensure accuracy of personnel data. Utilize HR information systems to review, validate, and support personnel actions and organizational data accuracy.</p> <p>Provide guidance to staff and management regarding classification processes, salary determinations,</p>
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	<p>and position management requirements. Maintain awareness of changes to laws, regulations, and policies and ensure consistent application within program activities.</p> <p>Participate in the development and implementation of departmental policies and procedures related to classification, compensation, and personnel program operations.</p>
20%	<p><b>Employee Relations and Performance Management Support</b> Provide consultation and analytical support to management and HR staff regarding employee relations and performance management matters, including probationary and annual evaluations, performance documentation, and corrective action processes.</p> <p>Review performance-related documentation to ensure completeness, consistency, and adherence to departmental expectations and applicable policies. Provide guidance regarding documentation standards, timelines, and procedural requirements associated with performance management processes.</p> <p>Assist in analyzing complex or sensitive employee relations issues and provide recommendations based on applicable policies, laws, and personnel practices.</p> <p>Support the development of consistent practices and tools related to performance management and employee relations processes across the unit.</p> <p>Assist in tracking and monitoring performance management activities to ensure timely completion, consistency, and appropriate follow-through.</p>
15%	<p><b>Recruitment, Examinations, and Personnel Selection</b> Coordinate and assist in the development and administration of recruitment and examination activities to ensure job-related selection processes and compliance with applicable laws, rules, and policies.</p> <p>Conduct or support job analyses and assist in the development of examination materials, including assessment tools and evaluation criteria.</p> <p>Serve as a resource to staff regarding recruitment and examination processes, providing guidance to ensure consistency and compliance. Review recruitment packages, duty statements, and examination materials to ensure accuracy, completeness, and compliance with applicable policies and merit-based selection principles.</p> <p>Provide consultation to hiring managers and HR staff regarding recruitment approaches, selection processes, and related procedural requirements.</p> <p>Maintain selected recruitment assignments, as needed, to support operational requirements and maintain subject matter expertise in recruitment and selection processes. Participate in or serve as a lead or chairperson on examination panels or Organizational Review Committees (ORC), as assigned.</p>
10%	<p><b>Special Projects and Program Support</b> Lead or participate in special projects and process improvement initiatives impacting personnel programs, including system enhancements, workflow improvements, and program standardization efforts.</p> <p>Serve as a liaison with internal partners, including Information Services (IS), to support system-related initiatives and ensure alignment with HR program needs.</p> <p>Support the development, documentation, and implementation of tools, procedures, and internal guidance to improve program operations and consistency. Assist with coordination of program tracking mechanisms, reporting tools, or internal resources that support effective personnel program administration. Perform other job-related duties within the scope of the classification.</p>
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<p>The incumbent is required to possess the following knowledge:</p> <ul style="list-style-type: none"> <li>Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.</li> </ul>	

- Methods and techniques of effective conference leadership.
- Principles, problems, and procedures of program planning, public administration, and the legislative processes.
- Principles, practices and trends of organization and management.
- Planning, implementation, monitoring and evaluation methodology.
- Organizing and conducting surveys.
- Research techniques.

The incumbent is required to possess the following abilities:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Coordinate the work of others.
- Act as a team leader.
- Appear before legislative or other committees.
- Analyze legislation, identify concerns, and make recommendations to management.
- Recognize and evaluate emerging trends.
- Plan, develop and coordinate program activities.
- Plan, design, implement and evaluate programs and projects.
- Recommend standards, policies and procedures.
- Conduct research and analysis of quantitative and qualitative data.
- Analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively.
- Evaluate the work of others in accomplishing complex tasks.
- Effectively communicate difficult technical concepts.

#### SIGNATURES

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

<b>EMPLOYEE SIGNATURE</b>		<b>DATE</b>	
<b>I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.</b>			
<b>SUPERVISOR NAME</b>			
<b>SUPERVISOR SIGNATURE</b>		<b>DATE</b>	
<b>PROGRAM BUDGET MANAGER (PBM) NAME</b>			
<b>PBM SIGNATURE</b>		<b>DATE</b>	