

CIVIL SERVICE ANALYST

PURPOSE AND NATURE OF WORK

This is technical and analytical work consisting of varied and complex tasks in merit system employment. Objective of work is meeting the employment needs of Consolidated Government by the development and application of the principles of examination, position classification, and compensation. Incumbent will work closely with the Civil Service Director to gain practical experience in all areas and will then perform work with relative independence. Position is not supervisory and the incumbent is expected to assume more responsibility as experience is gained, with the goal of assuming the role of Civil Service Business Partner.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of the duties.)

Researches and identifies tasks, duties, responsibilities and qualifications of positions using questionnaires, interviews and direct observation. Writes advertisements and constructs tests most likely to prove content-and criterion-valid, choosing from methods defined in Civil Service rules. Assesses racial impact of scoring methods and chooses appropriate methods of measuring correlations. Calculates reliability, standard error of measure and validity by correlation of raw scores to criteria of education and experience. Counsels managers in the use of promotional preference and options available under the Civil Service Rules. Provides explanations to public, employees and officials in response to questions, criticisms and complaints concerning examinations or employment lists. Maintains extensive records of job analyses, examination construction, test results and use.

Evaluates qualifications of new hires in comparison with those of employees in the same or similar classes to recommend starting pay. Identifies and researches labor market data, pay surveys; conducts surveys of other governments, agencies or industries with comparable positions, and obtains information for market pricing. Prepares recommendations for pay plans, projects costs of implementation, administers day to day pay changes according to Civil Service rules. Tests market pricing for jobs for internal equity. Gives feedback to incumbents, employees, and officers of Consolidated Government and participants from other governments or industries, and presents explanations and recommendations to the Civil Service Board. Maintains extensive records of job and pay evaluations.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of applicable local, state, and federal laws governing employment and compensation.

Thorough knowledge of test and measurement psychology.

Considerable knowledge of research design, and multivariate, correlation and non-parametric statistical methods, and usual office personal computer applications.

Knowledge of tests and measurements psychology, standard scoring, reliability and validity designs.

Ability to write accurate summaries of work behavior based on interviews and observations, class specifications, recommendations.

Knowledge of Consolidated Government's organization and working divisions.

Ability to establish and maintain effective working relationships with employees, officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree in industrial/organizational psychology, and experience in construction, administration and validation of pre-employment examinations, preparing and maintaining compensation plans for exempt and non-exempt employees, or an equivalent combination of training and experience is desired.