



**DEPARTMENT OF
LABOR**
& INDUSTRIAL RELATIONS

HUMAN RESOURCES

421 East Dunklin Street, P.O. Box 510
Jefferson City, MO 65102-0510
Phone: 573-751-3588
Fax: 573-751-3668
www.labor.mo.gov

PERSONNEL ANALYST I-II

Division of Administration

Jefferson City

Semi-Monthly Salary Range: \$1317.00 – \$1750.00

Apply by December 12, 2018

Job Duties Include:

- Assists in hiring activities including reviewing hiring recommendations for qualifications, processing background checks.
- Reviews Position Description Forms and classification questionnaires ensuring proper completion, making allocation determinations, and preparing written justification for determinations.
- Responds to a variety of state personnel, payroll, and benefit questions.
- Reviews for accuracy and approves employee personnel actions in SAM II HR payroll system.
- Run and analyze SAM II HR reports.
- Reviews and approves Americans with Disabilities Act and Family Medical Leave Act requests.
- Processes Workers' Compensation claims and Long Term Disability requests.
- Updates and maintains organizational charts for the department.
- Post vacancy announcements.
- Process Unemployment claims, Fitness for Duty, Parental Leave and Temporary Modified Duty requests.
- Performs other related work as assigned.

Knowledge, Skills and Abilities:

- Intermediate knowledge of federal and state statutes, regulations, rules, policies, and procedures such as Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and Americans with Disabilities Act (ADA).
- Intermediate knowledge of the principles and practices of human resources/personnel administration including methods and techniques for position classification, compensation, recruitment, and selection.
- Intermediate knowledge of agency, Uniform Classification and Pay System, and Merit System procedures and policies.
- Intermediate knowledge of computer applications used for personnel, payroll, and leave transactions including SAM II HR and MAIRS.
- Works consistently and accurately to complete assigned work.
- Exercises independence and initiative in the performance of responsibilities.
- Seeks to assist team members and accept additional assignments willingly.
- Maintains positive working relationships and conduct duties with courtesy and respect.
- Accepts and implements feedback with a positive attitude and constructively supports open communication, dedication and compassion.
- Maintains regular and reliable attendance.

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.

TDD/TTY: 800-735-2966 Relay Missouri: 711

MODOL-4530 (11-16) AI
H.R.

Eligibility:

Personnel Analyst I:

Three or more years of experience as a Personnel Clerk with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency. Or

Four or more years of Administrative Office Support Assistant experience with primary focus in human resources/personnel administration in a State agency with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency. Or

Two or more years of Executive I experience with primary focus in human resources/personnel administration in a State agency with the Missouri Uniform Classification and Pay System; and possession of a high diploma or proof of high school equivalency. Or

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business, Public, or Personnel Administration; Industrial and Labor Relations; Psychology; Statistics; or a closely related field.

(Human resources/personnel administration (non-clerical) experience with primary focus involving position classification, recruitment, selection, compensation, and/or professional development training in management, supervision, performance appraisal, and related personnel courses may substitute on a year-for-year basis for deficiencies in the required education.)

Personnel Analyst II:

One or more years of experience as a Personnel Analyst I with the Missouri Uniform Classification and Pay System. Or

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business, Public, or Personnel Administration; Industrial and Labor Relations; Psychology; Statistics; or a closely related field; and,

One or more years of professional human resources/personnel administration experience with a primary focus involving position classification, recruitment, selection, compensation, and/or professional development training in management, supervision, performance appraisal, and related personnel courses.

(24 eared graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)

(Human resources/personnel administration (non-clerical) experience with a primary focus involving position classification, recruitment, selection, compensation, and/or professional development training in management, supervision, performance appraisal, and related personnel courses may substitute on a year-for-year basis for deficiencies in the required education.)

To apply, submit a completed application, (https://labor.mo.gov/sites/labor/files/pubs_forms/2396-AI.pdf), cover letter, resume, and transcripts to: humanresources@labor.mo.gov , fax to 573-751-3668 or mail to: Human Resources, PO Box 510, Jefferson City, MO 65102 by December 12, 2018.