Florida State Courts System
Class Specification

Class Title: Personnel Management Analyst

Class Code: 6810

General Description

The essential function of the position within the organization is to analyze and manage human resources processes and programs. The position is responsible for conducting classification studies/wage surveys and position audits of class series and positions, supervising staff, providing planning and training, managing payroll and benefits programs and processes, ensuring policy and regulation compliance, and performing related administrative functions, including reviewing, preparing and submitting HR reports. The position works independently, reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination.

Conducts classification studies/wage surveys and position audits of selected class series and positions to ensure proper classification and competitive compensation for positions, and to make recommendations on reclassification requests.

Administers payrolls of responsibility; prepares and submits PAR forms to effect employee changes; assists employees with payroll and benefits issues, employment verification, questions on policy and procedures, and other personnel related issues as required.

Provides training to administrative support personnel on payroll and benefits-related matters; schedules and coordinates new employee orientation.

Oversees preparation of job announcements for SCS and assists managers and supervisors in the recruitment process; reviews appointment requests and ensures compliance with recruitment guidelines and SCS classification and pay policy.

PERSONNEL MANAGEMENT ANALYST

Prepares the SCS Annual Pay Plan Request for submission to the Florida Legislature, and analyzes and determines the fiscal impact of pay plan requests and recommends implementation plans.

Makes recommendations to the Chief Justice on appointment rates and promotional pay increases which exceed chief judge authority; composes appropriate letters regarding final decisions.

Maintains a computerized database of current and former employees; tracks employee turnover and new applicants; remains up-to-date on current labor laws and regulations.

Prepares and updates class specifications and establishes and enters classifications, such as OPS or organization codes, into the personnel information system.

Develops the affirmative action plan for the area of responsibility and responds to related inquiries; prepares and analyzes Equal Employment Opportunity data; assists in the formulation of policies and procedures impacting personnel administration.

Serves as ADA Coordinator for the area of responsibility; serves as information resource for employees and staff of the Courts System regarding matters such as disciplinary action, EEOC complaints, benefits or leave of absence.

Collects and analyzes information/data to support periodic and special reports; submits reports to designated personnel, departments or agencies.

Performs administrative and clerical tasks such as managing maintenance of records/files, composing correspondence, assisting with budget preparation, performing data entry, preparing periodic employee evaluations or coordinating temporary personnel assignments.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills; coordinates meetings to plan special organizational events.

Competencies

Data Responsibility:
Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

PERSONNEL MANAGEMENT ANALYST

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units throughout the organization.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in human resources, public or business administration, communication, management, employment law or a closely related social or behavioral science.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Three years of related experience and one year of supervisory experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None