



COMMONWEALTH OF PENNSYLVANIA  
invites applications for:

## Human Resource Analyst 1 (General)

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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**SALARY:** \$41,956.00 - \$63,785.00 Annually  
**JOB TYPE:** Civil Service Permanent Full-Time  
**DEPARTMENT:** State Employees' Retirement System  
**LOCATION:** Dauphin County  
**OPENING DATE:** 12/18/17  
**CLOSING DATE:** 01/02/18 11:59 PM  
**JOB CODE:** 0501A  
**POSITION NUMBER:** 00107138  
**UNION:** Management  
**BARGAINING UNIT:** A3  
**PAY GROUP:** ST06  
**BUREAU/DIVISION CODE:** 1006  
**BUREAU/DIVISION:** Human Resources Division  
**WORKSITE ADDRESS:** 30 North Third Street  
**CITY:** Harrisburg, PA  
**ZIP CODE:** 17101  
**CONTACT NAME:** Katie Mathews  
**CONTACT PHONE:** 717.783.8085  
**CONTACT EMAIL:** kmathews@pa.gov

### THE POSITION:



### GENERAL INFORMATION

#### Work Hours:

- Option 1: 8:00 a.m. - 4:30 p.m. with one hour lunch

- Option 2: 8:30 a.m. - 4:30 p.m. with half hour lunch

**Supervisor:** Katie Mathews

### **POSITION PURPOSE**

This position serves as the agency's Staffing Specialist and Intern Coordinator. The position is also responsible for new employee onboarding including serving as I-9 verifier and conducting new employee orientations.

### **DESCRIPTION OF WORK:**

#### **ESSENTIAL FUNCTIONS**

1. Serve as Staffing Specialist & Intern Coordinator - identify & recruit candidates, fill vacancies, & conduct onboarding/orientation
2. Read, interpret, & apply rules, regulations, management directives, executive orders, policies, processes, contract language, etc.
3. Document procedures, processes, & policies
4. Compile information & present to relevant parties in appropriate format – oral or written
5. Communicate clearly & effectively both oral & written & maintain effective working relationships
6. Provide advice, guidance, & direction to candidates, SERS staff, & outside entities
7. Operate & use standard office equipment such as computer, multi-function machine, phone, fax, copier, scanner, etc.
8. Use job-required software, applications, systems, websites - e.g. Microsoft Office, CS & NCS systems, SARALite, EPAR, SAP, online position description
9. Adapt to fluctuating workloads & priorities
10. Organize, file, & maintain information both electronically & in hardcopy

#### **RESPONSIBILITIES**

##### **STAFFING:**

Serves as Staffing Specialist and is the agency's first point-of-contact for all staffing related matters with the exception of investment professional job titles within SERS-Investment Office which are typically handled by the agency's HR Director.

Works with program areas to identify specific agency hiring objectives and recommends recruitment/hiring strategies to achieve desired recruitment outcomes.

Submits requisitions to fill vacancies, drafts job postings, and evaluates candidate eligibility for both civil service and non-civil service positions using the NEOGOV system.

Generates civil service lists and availability surveys through the Civil Service Commission's certification systems. Mails availability surveys, organizes availability survey responses, annotates lists, and determines applicants reachable for interview in accordance with civil service provisions.

Prepares justifications for direct recruitment requests, senior level appointments, appointments above-the-minimum, and appointments of individuals with criminal convictions.

Prepares and processes standard hiring forms, paperwork, and agency notifications – such as transfer request forms, personnel action requests (PARS), SARALite forms, web announcements, notices to Executive Director, and notices to HR staff.

Completes necessary background checks on selected candidates including Official Personnel File (OPF) reviews, PA Department of Revenue online clearance employee tax clearance requests, and review of PA unified judicial system records. Compiles completed background check forms and related paperwork for submission to the Office of State Inspector General (OIG).

Collaborates with agency program areas and the Office of Administration, Bureau of Talent Acquisition and Planning for the placement of limited-term clerks and limited-term clerk typists (temporary clerical pool - TCP).

Responds to inquiries concerning employment opportunities with SERS. Counsels applicants and assists applicants with application procedures and civil service testing procedures, as necessary.

Reviews content on the agency's jobs webpage and drafts webpage updates as appropriate. Collaborates with the agency's Web Master to ensure changes are implemented.

Serves as the agency's Intern Coordinator with responsibility for identifying and placing both paid interns and unpaid externs. Responsibilities include working with SERS-Investment Office to coordinate the agency's Investment Intern program; collaborating with SERS-Communications and Policy Office on development of promotional materials; conducting outreach to local colleges; and attending job fairs.

Collaborates with the Civil Service Commission in the development and modification of exams and evaluation guides specific to SERS' job titles.

Collaborates with the agency's Equal Opportunity Officer in the development of recruitment strategies intended to increase the diversity of candidate pools for job titles with underutilization in specific demographic categories.

#### NEW EMPLOYEE ONBOARDING / ORIENTATION:

Collaborates with agency Training Officer to identify best-practice onboarding processes. Works to implement best-practices at SERS to make new employees feel welcomed to the agency, to support supervisors in successfully onboarding new employees, and to foster a shared vision across the agency.

Determines information pertinent to new employee orientation and then creates, maintains, and updates agency orientation materials consistent with SERS brand and mission. Customizes orientation materials for different hiring actions – permanent vs. temporary and new-to-commonwealth vs. transfer. Creates and maintains job aids so that other HR staff can serve as emergency backups to provide orientations within required timeframes.

Schedules and conducts new employee orientations for headquarter personnel. Compiles new employee orientation materials for regional counseling center staff complete with instructions for regional manager so the manager can easily conduct the orientation.

Serves as the Harrisburg region's I-9 Verifier.

#### CLASSIFICATION:

Assists supervisors in revising position description content. Defers to the agency Classification Chief when new bodies of work need to be documented or when revisions to a position description are significant and may impact the classification of the position or other positions within the agency.

Joins the agency Classification Chief during desk audits and may be required to take notes during the meeting. Proofreads technical evaluation reports prepared by the Classification Chief and makes suggestions for revisions and clarification of content based on understanding of work gained through observation during desk audits.

Assists the agency Classification Chief in preparing organizational charts, staffing implications, and functional statements for agency reorganizations.

#### MISCELLANEOUS:

Assists the agency's Financial Disclosure Coordinator in ensuring designated agency personnel complete filings consistent with the State Ethics Act and Governor's Code of Conduct.

Provides direction to employees and outside parties in accessing and using the commonwealth's contracted, third party service for employment and salary verifications. When appropriate, completes employment and salary verifications.

Researches problems/issues related to areas of responsibility. Presents findings to supervisor, and as instructed, implements agreed upon resolutions.

Drafts correspondence related to areas of responsibility for the immediate supervisor, Human Resource Director, or Executive Director's signature, as required.

For all assigned areas of responsibility:

- Advises agency managers and supervisors.
- Documents procedures and processes and implements policies.
- Creates, modifies, and updates documents such as brochures, letters, and memos.
- Compiles information and documents findings.
- Prepares correspondence.
- Attends agency or commonwealth meetings.
- Creates and maintains hardcopy and electronic files.
- Collaborates with web team to keep HR-related information current on SERS' internet and intranet.

Performs related duties as required.

### **DECISION MAKING**

This position reports to a Human Resource Analyst 3 (Gen). Work is performed independently. The employee has discretion in determining how to proceed with recruitment actions to achieve agency hiring objectives. The employee is also responsible for structuring the agency' onboarding / new employee orientation process. Duties are performed in accordance with established commonwealth and agency policy, guidelines, and procedures. Incumbent is expected to appropriately identify relevant policies, procedures, and guidelines and to accurately apply the information in the course of completing assignments.

The employee is expected to distinguish between standard work actions and those that are unique or sensitive and for ensuring that the supervisor and HR Director are kept apprised of these special actions.

**Work requires significant attention to detail, strong organizational skills, application of analysis, and the ability to quickly switch between different concepts and work assignments.**

### **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

#### **MINIMUM EXPERIENCE AND TRAINING**

You must meet the minimum experience and training for the job title:

One year of experience in the performance of technical human resource duties; and a bachelor's degree; or An equivalent combination of experience and training.

#### **PA RESIDENCY**

Pennsylvania residency is required.

#### **RECRUITMENT METHODS**

You must be eligible for selection in accordance with civil service rules. Applicants must meet one of the following methods to be considered for this vacancy.

1. Civil Service Lists
2. Transfer
3. Reassignment
4. Reinstatement
5. Voluntary Demotion
6. Promotion Without Exam (PWOE)
  - You must have or have held regular civil service status in one of the following classifications:
    - Human Resource Assistant 2
    - Management Technician (clearly document technical HR experience)
    - Administrative Assistant 1 (clearly document technical HR experience)

- Or have held regular civil service status in a pay range ST05 (or equivalent) position for which the appointing authority can establish a logical occupational, functional, or career developmental relationship to the higher position (clearly document technical HR experience)
- You must meet meritorious service criteria defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of this posting, and (b) the last due overall regular or probationary performance evaluation was satisfactory or higher.

**APPLY**

The following materials must be submitted with the online application.

- Resume
- Employee performance review: most recent regular or probationary review or indicate that one is not available.
- Memo/letter (voluntary demotion only): indicate you will accept the appropriate reduction in pay.

**Reminder:** Please make sure application materials clearly show technical HR experience. SERS-HR staff must evaluate all applicants for eligibility and minimum experience and training requirements.

Applicants should apply online. Visit [www.employment.pa.gov](http://www.employment.pa.gov). Click on the Open Jobs tile. From the Menu in the upper left corner of the screen, select the PA Internal Job Postings link. Open the relevant job announcement and from within the announcement, click the green Apply button. Use the point of contact listed above if you are unable to apply online and require assistance with an alternate application method.

**Failure to comply with the above application requirements will eliminate you from consideration for this position.** Please use the contact information provided for assistance

You can [track the status](#) of current SERS openings from the Jobs page of the SERS website.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Position #I-2017-09342  
HUMAN RESOURCE ANALYST 1 (GENERAL)  
KM

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

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