



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Human Resource Analyst 2 (General)

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

SALARY: \$47,883.00 - \$72,822.00 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: 0502A

POSITION NUMBER: 00145087

UNION: Management

BARGAINING UNIT: A3

PAY GROUP: ST07

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: Cheryl Krchnar

POSITION PURPOSE

The purpose of this position is to design and develop functional/technical training courses for supervisors and the entire agency, conduct trainings, assist the Training Officer with performance management and workforce planning, and provide general back-up in the areas of staffing, time and attendance, and classification.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS

1. Develop and conduct training courses and related materials
2. Read, interpret, and apply rules/regulations/management directives/executive orders/policies/best practice standards, etc.
3. Develop and document human resource policies/procedures/processes
4. Research issues/problems related to areas of responsibility; analyze, assess, and prioritize data/information.
5. Communicate effectively, verbally, non-verbally, and in writing
6. Operate and use computer hardware, software, office equipment, and audio-visual training equipment
7. Maintain effective working relationships
8. Provide advice, guidance, and direction to SERS staff and outside entities
9. Organize, file, and maintain information both electronically and in hard copy
10. Adapt to fluctuating workloads and priorities

RESPONSIBILITIES

TRAINING/WORKFORCE DEVELOPMENT

Assist with conducting needs analysis in the agency which includes prioritizing learning requests based on business needs. Needs may be gathered from a variety of sources including LSO (Learning Solution) data, surveys, developmental needs listed on Employee Performance Reviews, meetings, labor relations trends, etc.

Develop, schedule, and conduct trainings for supervisors on mandatory topics such as sexual harassment, labor relations, employee performance reviews, and disabilities.

Develop, schedule, and conduct trainings for basic technical skills, workplace skills, and soft skills.

Develop courses utilizing training delivery technologies such as LSO, web collaboration tools, and multi-media.

Create training course content and supporting materials (i.e. web-based modules, participant guides, facilitator guides, visual aids, evaluation tools, etc.) appropriate for a variety of learning styles, consistent with adult learning principles, and ADA compliant. Review and update learning materials for continuous improvement.

Assist supervisors in addressing learning needs by finding or developing job aids, instructor-led training, web-based training, or other appropriate resources to provide developmental opportunities.

Coach supervisors to create and use Employee Performance Reviews (EPRs) that are a meaningful part of a performance management strategy. Review all comments for developmental opportunities and conduct trainings that will meet those needs.

Collaborate with the Labor Relations Coordinator and Training Officer to create and track Performance Improvement Plans.

Meet with HR staffing to discuss skill gaps and assist with interview questions development to address those gaps, as well as assisting in identifying recruitment challenges and opportunities to develop

internal candidate pools as appropriate.

Process out-service-training requests in the absence of the agency's Training Officer or at the request of the Training Officer.

GENERAL HR FUNCTIONS

Process requests for reasonable accommodation and complete related reports in the absence of the agency's Disability Services Coordinator or at the request of the coordinator.

Conduct investigations for equal employment-related complaints and complete related reports in the absence of the agency's Equal Employment Opportunity Coordinator or at the request of the coordinator.

Plan, prepare, and conduct Bring Your Child to Work Day in keeping with the national theme and mission of the Take Our Sons and Daughters to Work Day Foundation.

Administrate and continually improve SERS' employee recognition program. This includes producing the annual program on the Wednesday of the first full week of May, as well as promoting continuous/on-going methods of recognition.

Contribute to the quarterly production of the cHRonicles newsletter.

Provide support for various HR functional areas such as staffing, time and attendance, and classification as necessitated by SERS-HR staffing levels and workload and to maintain skills/knowledge in the different HR functional areas.

- Complete entire recruitment/placement actions from start to finish, consistent with applicable policies, processes, and procedures, for both permanent and temporary placements and for both civil service-covered and non-civil service covered positions. This includes, but is not limited to: discussing needs with supervisors; submitting requisitions; creating job postings; evaluating applicants; obtaining necessary approvals; conducting background checks; making job offers; completing notifications; and handling new employee onboarding and orientation.
- Complete time-related functions such as, but not limited to: running reports; conducting audits; calculating and adjusting absence entitlements, quotas, and service credit; interpreting policy; performing actions for incoming and outgoing employees; researching and resolving issues; and providing assistance to employees.
- Assist in the research and resolution of payroll issues and discrepancies.
- Complete transactional type duties such as, but not limited to: submitting PARS and reviewing related transactions and correspondence; reclassifying vacancies; and changing reporting relationships in SAP.
- Complete classification-related actions, such as, but not limited to: reviewing and preparing position descriptions; completing classification reviews; updating job specifications; preparing organizational change requests; and reviewing requests for temporary out-of-class assignments.

For all assigned areas of responsibility:

- Develop and maintain working knowledge of HR procedures and SERS' business needs.
- Advise agency managers and supervisors.
- Document procedures and processes and implements policies.
- Create, modify, and update documents.
- Compile information and document findings.
- Prepare correspondence.
- Attends agency or commonwealth meetings.
- Create and maintain hardcopy and electronic files.
- Collaborates with web team to keep HR-related information current on SERS' internet and intranet.

Perform related duties as required.

DECISION MAKING

This position reports to the HR Director. Employee is responsible for researching current best practices

to support recommendations. This position requires in-the-moment thinking while facilitating meetings or training sessions. Employee must assess the needs of target audiences and communicate in a manner that is appropriate for the target audience. Select and apply communication styles that best suit the target audience.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

MINIMUM EXPERIENCE AND TRAINING

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

One year as a Human Resource Analyst 1 including six months in the area of the parenthetical; or One year of experience in the performance of professional human resource duties, including six months of experience in the area of the parenthetical; 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 Analyst 1 (Gen)
 - Human Resource Analyst 1 (HR Systems)
 - Equal Opportunity Specialist 1
 - Or have held regular civil service status in a pay range ST06 (or equivalent) position for which the appointing authority can establish a logical occupational, functional, or career developmental relationship to the higher position.
 - 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 experience in the performance of professional HR duties. SERS-HR staff must evaluate all applicants for eligibility and minimum experience and training requirements.

Applicants should apply online. Visit 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.

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

Position #I-2017-09346
HUMAN RESOURCE ANALYST 2 (GENERAL)
KM

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

jobs@pa.gov

An Equal Opportunity Employer
