

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Human Resource Analyst 3 (General)

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

SALARY: \$54,690.00 - \$83,052.00 Annually

JOB TYPE: Civil Service Permanent Full-Time

DEPARTMENT: State Employees' Retirement System

LOCATION: Dauphin County

OPENING DATE: 05/01/18

CLOSING DATE: 05/15/18 11:59 PM

JOB CODE: 0503A

POSITION NUMBER: 00043516

UNION: Management

BARGAINING UNIT: A3

PAY GROUP: ST08

BUREAU/DIVISION CODE: 1006

BUREAU/DIVISION: Human Resources Division

WORKSITE ADDRESS: 30 North Third Street

CITY: Harrisburg, PA

ZIP CODE: 17101

CONTACT NAME: Jim Ditty

CONTACT PHONE: 717.237.0395

CONTACT EMAIL: jameditty@pa.gov

THE POSITION:



GENERAL INFORMATION

Work Schedule Options:

- 7:45 a.m. – 4:15 p.m. with one-hour meal period
- 8:00 a.m. – 4:30 p.m. with one-hour meal period
- 8:00 a.m. – 4:00 p.m. with ½ hour meal period
- 8:30 a.m. – 4:30 p.m. with ½ hour meal period

Supervisor: Katie Mathews, HR Director

POSITION PURPOSE

This position serves as Assistant Human Resource Director with responsibility for performing a variety of HR-related functions. The position functions as the agency's Classification Chief, Labor Relations Coordinator, Workers' Compensation Coordinator, Safety Coordinator, and Financial Disclosure Coordinator. The position supervises the employee responsible for staffing services, new employee onboarding/orientation, and I-9 employment verification.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS

- Perform the full range of supervisory functions including, assignment of work, training, performance management, and time management
- Read, interpret, and apply rules, regulations, management directives, executive orders, policies, processes, contract language, etc.
- Compile and analyze info in order to develop and document policies, procedures, processes, recommendations, and reports
- Communicate clearly and effectively both oral and written and maintain effective working relationships
- Serve as Classification Chief, Labor Relations Coordinator, Workers' Compensation Coordinator, Safety Coordinator, and Financial Disclosure Coordinator
- Provide advice, guidance, direction, and information to leadership, staff, and others
- Operate and use standard office equipment such as computer, multi-function machine, phone, fax, copier, scanner, etc.
- Use job-required software, applications, and websites - e.g. Microsoft Office, CS & NCS systems, SARALite, EPAR, SAP, ELR tracking, online position
- Adapt to fluctuating workloads and priorities
- Travel to attend meetings and fulfill labor relations responsibilities

RESPONSIBILITIES

CLASSIFICATION:

Serves as the agency's Classification Chief.

Provides support to the Human Resource Director on classification and pay issues for the agency's investment professionals. SERS retains classification and compensation authority for investment professional job titles.

Provides advice and direction to leadership in identifying classification issues, restructuring work, determining appropriate compensation levels, and devising classification plans to achieve strategic initiatives and program goals and objectives

Completes HAY analysis on SERS' positions and serves on HAY panels (if certified) for the review of other commonwealth agencies' positions at the request of the Office of Administration, Classification.

Determines the most appropriate and effective means of completing classification reviews. Conducts classification audits and prepares technical evaluation reports which include well-supported and articulated analysis of findings for classification recommendations.

Oversees the agency's job specification maintenance program. Develops, reviews, and maintains job specifications. Collaborates with other agencies for shared job titles. Meets with subject matter experts to gain an understanding of the work. Discusses knowledge, skills, abilities, and minimum experience and training requirements with the Civil Service Commission. Completes job analysis. Drafts job specification language. Works with the State Civil Service Commission and the Office of Administration, Classification to finalize job specifications.

Evaluates requests for reorganizations. Considers classification impacts, organizational efficiency issues, and staffing implications. Prepares information, including organizational charts, functional statements, staffing plans, cost projections, and justifications for organization change requests. Completes all necessary paperwork and submits to Office of Administration, Classification.

Reviews temporary assignment in higher classification (TWOC) requests to determine necessity, identify differences between permanent and temporary responsibilities, and other appropriate considerations consistent with commonwealth policy and contractual provisions. Prepares correspondence and assignment extension requests. Tracks length of assignment for adherence to established duration

requirements.

Responds to Office of Administration, Classification post-audit program requests.

Writes position descriptions and provides assistance to program area personnel in writing position descriptions.

Reviews position descriptions submitted through the online position description application and drafts technical analysis reports for attachment to the position descriptions.

Reviews and responds to classification grievances. Holds hearings/interviews with grievant(s) and union representative(s). Negotiates grievance settlements. Provides requested information to Office of Administration, Classification for grievances.

EMPLOYEE RELATIONS:

Serves as the agency's Labor Relations Coordinator.

Advises agency leadership in the development and implementation of policies.

Provides guidance and assistance in identifying and resolving performance problems.

- Meets with supervisors and employees to hear and document complaints.
- Reviews absence records for patterns of abuse.
- Develops performance improvement plans (PIP) in collaboration with an employee's supervisor.
- Assists supervisors in preparing for difficult performance conversations by providing suggested language and role-playing the conversation.
- Provides assistance to supervisors in determining appropriate ratings and comments for employee performance reviews.
- Creates, updates, and maintains the agency's General Performance Standards document.
- Aids supervisors in drafting position-specific performance standards.

Interprets intent, spirit, and terms of the AFSCME contract and memorandum and ensures that actions taken by the agency are consistent with the outlined provisions.

Arranges for and conducts meet and discuss and labor management meetings with AFSCME.

Obtains witness statements, prepares lines of questioning, conducts fact-finding meetings, holds pre-disciplinary conferences, evaluates evidence, determines witness credibility, and considers mitigating circumstances in order to recommend appropriate levels of discipline consistent with contractual language and other relevant policy and agency provisions.

Investigates grievances and unfair labor practice allegations. Prepares and negotiates grievance settlements. Presents SERS' case at the various steps of the accelerated grievance procedure.

Prepares all documentation on final disposition of disciplinary investigations – counseling scripts, leave restrictions, oral reprimands, written reprimands, alternative discipline in lieu of suspensions, traditional suspensions, disciplinary demotions, and terminations.

Maintains labor relations files, including entry of issues to the Enterprise Labor Relations (ELR) tracking system maintained by the Office of Administration, Employee Relations.

Furloughs employees consistent with contractual provisions and Civil Service rules.

Attends contract negotiations. Provides updates to senior management.

WORKERS' COMPENSATION:

Serves as the agency's Workers' Compensation Coordinator.

Enters, or assists supervisors with the entry, of work-related injury claims through Employee Self Service (ESS).

Prepares correspondence to injured employees.

Works with the commonwealth's third party workers' compensation administrator in the management of claims, including claims closing initiatives, compromise and release agreements, and settlements.

Represents the agency at workers' compensation hearings.

Works with the agency's Safety Coordinator and senior management to develop and administer a successful agency health and safety program focused on reducing workplace injuries.

SAFETY:

Serves as agency Safety Coordinator.

Creates, maintains, and regularly reviews all mandatory program elements and appropriate protocols for the agency's Accident and Illness Prevention Program (AIPP).

Ensures the agency's safety program is compliant with laws, regulations, standards, guidelines, management directives, and collective bargaining agreements.

Maintains documentation, files reports and forms, and provides requested information as necessary to comply with the requirements of the PA Department of Labor and Industry, Bureau of Workers' Compensation, and the Governor's Office of Administration.

Provides recommendations in the formulation of safety-related policy and promotion of sound safety practices.

Establishes and monitors safety program goals and objectives.

Ensures work sites are inspected to identify hazards and that identified hazards are addressed.

Investigates workplace accidents and takes action to prevent similar occurrences.

Analyzes loss data and prepares reports to determine effectiveness and identify injury trends.

Chairs the agency's Safety Committee which is comprised of a representative group of management and union-covered employees.

Develops procedures for identifying, reporting, and responding to industrial health and hygiene concerns.

Provides safety-related communications, education, and training to employees.

Ensures that prompt access to first aid, CPR and/or automatic external defibrillators (AED) is available either through the local emergency service or by having trained first responders available throughout the agency.

Attends safety trainings, briefings, and meetings offered by the Office of Administration and the commonwealth's contracted safety consultants.

Shares information and coordinates safety program activities with appropriate parties within SERS, as follows: 1) Human Resources – training, State Employees' Assistance Program, workers' compensation, workplace violence 2) Office of Finance and Administration, Operations unit: continuity of government planning, emergency action/evacuation/preparedness, security, worker and community right to know (hazardous substances).

FINANCIAL DISCLOSURE:

Serves as the agency's Financial Disclosure Coordinator. Coordinates annual filing of Financial Disclosure requirements under State Ethics Act and Governor's Code of Conduct. This includes determining employees required to file, ensuring distribution of forms and letters, monitoring compliance, reviewing filings, and completing follow-up activities.

SUPERVISION:

Supervises the employee responsible for staffing services, new employee onboarding/orientation, and I-9 employment verification.

Plans, organizes, and assigns work to staff to ensure implementation of work plans and to make sure deadlines are met. This includes regular review and updating of subordinate's position description.

Monitors, evaluates, and provides feedback on performance. This includes conveying and referencing performance standards, coaching and counseling staff, conducting progress reviews, and completing employee performance reviews.

Identifies and addresses training needs. Provides on the job training.

Approves or rejects leave requests and monitors employee leave usage in accordance with absence program provisions.

Works with other members of the HR team to recruit and hire individuals.

Work with other members of the HR team to pursue disciplinary action.

Performs the full range of supervisory responsibilities.

Participates in the performance of subordinate's work consistent with operational and organizational requirements. This includes, when needed, completing all tasks required for civil service and non-civil service recruitment and placement actions for both temporary and permanent positions, onboarding tasks, and I-9 verification actions.

MISCELLANEOUS:

Provides support to the Human Resource Director. Makes decisions and attends meetings on behalf of the HR Director when the director has scheduling conflicts or is absent.

Researches issues/problems related to areas of responsibility, prepares reports of findings, and makes recommendations for resolving identified problems. As appropriate, implements agreed upon resolutions.

Conducts research for special projects. May work with others within HR or consulting organizations to research special interest human resources topics. As directed, implements new human resources strategies and procedures resulting from the research.

For all assigned areas of responsibility:

- Advises agency managers and supervisors.
- Develops and conducts trainings.
- Develops, documents, and administers policies, procedures, and processes.
- Creates, modifies, and updates documents such as brochures, letters, and memos.
- Compiles information and prepares reports.
- 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

Employee has signature authority for the Human Resource Director and serves in an acting capacity for the Human Resource Director during the director's absences.

The position regularly provides advice and guidance to leadership in the interpretation and application of HR policies. Position responsibilities necessitate detailed analysis, judgment, and creative problem solving in order to determine appropriate courses of action and to make recommendations to resolve issues. The position incumbent is expected to have a well-rounded knowledge of all HR areas so that the incumbent can offer multiple solutions to an issue - presenting both advantages and drawbacks to each differing approach to a problem.

This position is a supervisory position responsible for providing general guidance and direction to the subordinate staff member.

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 2 in the area of the parenthetical; or One year as a Field Human Resource Officer 1, and one year of professional experience in the area of the parenthetical; or Two years of experience in the performance of professional human resource work, including one year of professional experience in the area of the parenthetical; and a bachelor's degree; or An equivalent combination of experience and training.

PA RESIDENCY

Pennsylvania residence 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.

- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement
- Promotion Without Exam (PWOE)
 - You must have or have held regular civil service status in one of the following classifications:
 - Human Resource Analyst 2 (Classification & Compensation)
 - Human Resource Analyst 2 (Employee Benefits)
 - Human Resource Analyst 2 (Employee Training)
 - Human Resource Analyst 2 (Examinations)
 - Human Resource Analyst 2 (General)
 - Human Resource Analyst 2 (Human Resource Systems)
 - Human Resource Analyst 2 (Labor Relations)
 - Field Human Resource Officer 1
 - 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.
 - You must meet seniority criteria defined as a minimum of one year in the next lower class(es) by the posting close date.

APPLY

The following material must be submitted with the online application.

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

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 #1-2018-15098
HUMAN RESOURCE ANALYST 3 (GENERAL)
JD

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

jobs@pa.gov

An Equal Opportunity Employer
