



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PERSONNEL PROGRAM ANALYST II

Job Number: 20001739

Job Code: 93410V230916

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs a wide variety of administrative duties to implement personnel management in one of the following program areas within the Personnel Cabinet: employee records and processing, payroll, classification and compensation, applicant referral, recruitment and minimum qualification review, performance management, and other programs administered by the cabinet. Provide advice to employees and agency personnel administrators on specific aspects of personnel management programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in human resources or in personnel administration involving the preparation, review, or processing of personnel or payroll documents.

Substitute EDUCATION for EXPERIENCE:

A master's degree in personnel administration, public administration, human resources, or related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in human resources or in personnel administration involving the preparation, review, and/or processing of personnel and/or payroll documents will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Works with and provides advice to agency personnel administrators, employees, and applicants in providing a variety of personnel management services utilizing KHRIS and/or career opportunities within MyPurpose. Independently approves or denies agency requests for specific personnel actions based on departmental procedures. Performs audits during initial, final, and off-cycle payroll runs to resolve issues. Analyze payroll transactions and resolve problems. Performs research and gathers information on various job titles with job analysis techniques. Performs minimum qualification reviews (MQR) for applicants/employees. Reviews and analyzes personnel documents and makes determinations as to statutory and regulatory compliance. Approves or rejects agency requests for a variety of personnel related transactions. Conducts salary surveys. Drafts job specifications in conjunction with agency requests. Participates in desk audits and the review of reorganization documents. Advises agency personnel managers on available options in management directed requests for personnel management. Meets with subject matter experts to obtain information on job duties and responsibilities. Reviews reorganization documents for accuracy. Prepares information regarding state personnel programs for state employees. Drafts correspondence for response to personnel related inquiries. Participates in management study groups within the cabinet.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting and involves frequent contact by telephone or in-person with state employees and applicants. Incumbents must travel occasionally when working with state agencies.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.