

**Alaska Court System  
Class Specification**

HUMAN RESOURCES ANALYST I

Range: 16

EEO4: 02

SOC: 13-1071

Class Code: C0172

**Definition:**

Under general direction, the Human Resources Analyst I assists in the development, implementation, and delivery of human resources services for the Alaska Court System.

**Distinguishing Characteristics:**

The Human Resources Analyst I is a single-position job class.

The Human Resources Analyst I is a professional-level job class performing a variety of human resources activities in the areas of classification and compensation, recruitment and selection, employee relations, employment labor law compliance, training, program and policy development directly related to human resource management for the Alaska Court System.

Supervision Received: The Human Resources Analyst I works under the general direction of the Human Resources Director or other designated supervisor. Supervision is specific in assigning goals to be reached and projects to be completed but general in allowing the incumbent to determine means and procedures to achieve the goals.

Supervision Exercised: The Human Resources Analyst I will recruit, hire, train, supervise, evaluate, and discipline technical and clerical staff. The incumbent exercises substantial supervisory authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Independent Judgment: The duties of the Human Resources Analyst I require a high degree of independent judgment to analyze facts, recommend solutions, develop procedures, and apply sound fiscal, personnel, and management policies and principles.

**Examples of Duties:**

Conduct individual position reviews to determine the appropriate job classification. Collect job data through the review of position descriptions, comparison to class specifications, interviews with incumbents and supervisors, and review of work products. Determine appropriate allocation, position status, and overtime eligibility. Prepare standard memoranda summarizing information gathered, analysis performed, and action recommended. Notify affected personnel of the final determination.

Conduct classification studies of limited scope and complexity. Identify issues to be investigated, conduct interviews with incumbents and supervisors, develop class specification, determine distinguishing characteristics, establish minimum qualifications, and gather and evaluate salary data. Prepare a written summary of the issues, findings, and recommendations.

Supervise the court system's recruitment efforts for all positions including classified, partially-exempt, temporary, and volunteer positions. Review and approve recruitment bulletins, monitor advertising efforts, evaluate applicant information to determine eligibility for consideration. Conduct background checks and make recommendations for conviction and nepotism waivers.

Evaluate internal processes, develop policies and procedures, provide training to hiring managers, find solutions to difficult recruitment issues, and represent the court system at job fairs and recruitment functions. Investigate and draft the initial response to applicant appeals regarding the recruitment system, minimum qualification determinations, and the selection process. Respond to inquiries regarding employment opportunities with the Alaska Court System.

Advise court system personnel on personnel rules, policies and procedures. Advise managers and supervisors on a wide variety of personnel issues.

Prepare periodic and ad hoc statistical and narrative reports.

Advise the Human Resources Director of potential personnel issues.

### **Knowledge, Skills, Abilities:**

The HR Analyst I requires knowledge of:

- Employment laws, personnel rules, the principles of position classification, recruitment methods, and legal selection guidelines.
- The organizational structure of the Alaska Court System.

The HR Analyst I requires skill in order to:

- Use a personal computer and standard office software to prepare memoranda and reports for general distribution.

The HR Analyst I requires the ability to:

- Deal effectively and tactfully with court personnel and the public.
- Read, understand, explain, and apply complex rules, regulations, and procedures.
- Conduct investigations, analyze facts, reach conclusions, and recommend appropriate action.
- Produce concise and well-written work products.
- Develop and maintain cooperative working relationships.

### **Minimum Qualifications:**

A high school diploma or General Educational Development (GED) Certificate AND two years of advanced general clerical or technical work experience. (The required advanced general clerical or technical work experience is met by service such as a Deputy Clerk II, Deputy Clerk III, Human Resources Generalist, Court Supervisor, or Legal Technician with the Alaska Court System or similar work experience with another employer).

### **Substitution:**

A bachelor's degree from an accredited college.

1/76	Original
4/77	Revised
9/89	Revised
6/99	Revised
2/06	Revised
4/07	Revised, WPA
2/14	Remove MQQ's
5/15	Change SOC Code