

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MERIT SYSTEM PROGRAM ANALYST

Position Code: K5700

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, functions as chief analyst for the various programs affecting all the employees subject to the Secretary of State Merit Employment Code; responsible for performing reviews of all departments in the Office of the Secretary of State utilizing computerized records and other pertinent documentation to assure compliance with Department of Personnel Rules and proper Merit system practices; responsible for recommending for approval all class standards and policy exemptions as proposed by the Department of Personnel; responsible for deciding on the propriety of all allocation appeal requests as submitted by employees; assists Executive Secretary in all phases of evaluating the Secretary of State's Merit System including new rule proposals, revisions and deletions, Pay Plan revisions, and transaction analysis; recommends changes as deemed necessary to assure compliance.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Performs responsible technical work in reviewing and analyzing proposals of the Director of Personnel requiring Merit Commission action in such areas as classification plans, rules, class standards, policy exemptions, and classification decisions in order to recommend proper disposition; reviews various activities of the Department of Personnel to assure compliance to rules, policies, and regulations; performs investigative or research work and prepares special studies and reports on problems brought before the Commission.
2. Develops, implements, and evaluates policies, methods, procedures and programs for the review of submissions to the Merit Commission for action pertinent to areas of responsibility.
3. Reviews requests of employees requesting appeal of the reconsideration classification decision of the Director of Personnel; conducts informal conferences on appeals when necessary; makes recommendations to the Commission on disposition of each appeal.
4. Maintains contact with Department of Personnel staff to resolve problems; contacts and exchanges information with other jurisdictions to evaluate present policies and procedures.
5. Assists in the preparation of the Commission's annual report and other publications released by the Commission; participates in the drafting of agenda and minutes for Commission meetings.
6. Performs special research and studies of technical personnel and administrative problems or special reports required by the Commission or Secretary of State.

MERIT SYSTEM PROGRAM ANALYST (Continued)

7. Assists in the development of revision of rules for the Merit Commission; recommends changes in the Merit Employment Code to the Executive Secretary; reviews and comments on proposed or existing legislation affecting the operation of the Secretary of State Merit Employment Code.
8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with major coursework in public, personnel or business administration and four years of professional personnel experience including at least one in a supervisory capacity.

Knowledge, Skills and Abilities

Requires thorough knowledge of the Secretary of State Merit Employment Code, rules, regulations and policies of the Secretary of State Merit Commission.

Requires thorough knowledge of the principles of public personnel administration and current methods and techniques.

Requires thorough knowledge of the structure of organizations in the Office of the Secretary of State and the essential characteristics of a wide variety of positions common to the office.

Requires ability to plan and develop methods of evaluating the technical programs administered by the office.

Requires the ability to apply and interpret pertinent laws, rules, policies and procedures as they affect the various programs.

Requires the ability to establish and maintain satisfactory working relationships with top level management, outside jurisdictions and the general public.

Requires the ability to handle controversial situations in a tactful and diplomatic manner.

Requires the ability to write various correspondence and reports.

Requires the ability to accurately present all facts, data and judgement affecting or impinging in a given situation.

Approved by the Secretary of State Merit Commission - March 9, 1982

Effective - May 1, 1982

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year