

CITY OF OMAHA CLASS SPECIFICATION

No. 4058

EMPLOYMENT ANALYST

NATURE OF WORK

This is advanced professional and technical work performed in the City Personnel Department. Work involves performing and interpreting statistical analysis, developing, validating, administering and scoring employment tests and processes, and explaining test results and conducting feedback sessions. General supervision is received from a division manager; however, work is performed with a high degree of independence and initiative.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Performs and interprets statistical analysis in the design and validation of examinations utilizing microcomputer software or other methods, including analysis of variance, item analysis, score transformations, analysis of internal consistency, reliability assessment and correlational analysis.

Designs, develops and performs validation studies and employment tests and processes, including assessment centers, structured interviews, scored questionnaires, paper and pencil tests, evaluation of experience and training, performance tests and other employment tests.

Administers examinations with individuals or large groups of applicants.

Scores examination results and develops eligibility lists combining multiple types of examination results and other scored items.

Explains test results and presents feedback to applicants by explaining the test approach in scoring, discussing the applicant's strengths and weaknesses on the test in general terms and answering questions from the applicant.

Conducts pre-screening interviews with applicants and assists them in identifying and registering for positions for which they are qualified.

Prepares job announcements and advertisements.

Explains personnel policies, practices and procedures to employees and the general public.

Refers applicants for consideration to supervisors according to special qualifications required, classification qualifications and affirmative action goals.

Provides work direction to pre-professional, professional and clerical staff.

Conducts employment related research, prepares statistical and narrative reports, and assists the Law Department in the preparation of cases.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the development and use of various selection devices including assessment centers, performance tests and paper and pencil tests.

Knowledge of the Uniform Guidelines on Fairness in Employee Selection Procedures.

Ability to interpret and explain job duties, job requirements and employment procedures.

Ability to deliver clear, organized presentations to individuals or large groups.

Ability to perform and interpret various basic and advanced statistical analyses and procedures including analysis of variance, item analysis, score transformations, analysis of internal consistency, reliability assessment, correlational analysis, and multiple regression.

Ability to develop clear, organized and persuasive business communication, reports and presentations.

Ability to make decisions, recognizing precedents and practices.

Ability to perform technical assignments with accuracy and attention to detail.

Ability to provide work direction to subordinates.

Ability to prepare clear, organized summaries of job duties and qualifications for job postings.

Ability to communicate in order to present feedback sessions and respond to policy and procedure questions.

Ability to understand oral or written instructions

Ability to sit 51 - 75% of the time; and bend, stoop, squat, stand, walk, push and pull 0 - 25% of the time.

Ability to move objects weighing up to 10 pounds 0 to 33% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in industrial/organizational psychology or a related field with an emphasis on employment selection and processes AND a minimum of one year's experience in employment

selection and processes development and validation OR any equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone
Copy Machine
Computer
Facsimile machine

Approved: 9/30/93