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## Auburn University Job Description

Job Title: **Job Analyst**

Job Family: No Family

Job Code: **EB33**

Garde HR07 \$40,000 - \$64,000

FLSA status: Non-exempt

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### Job Summary

Collects, analyzes, and prepares occupational information to facilitate personnel, administration, and management functions of the organization.

### Essential Functions

1. Collects, analyzes, and prepares occupational information to facilitate personnel, administration, and management functions of the organization by consulting with Central Human Resources Compensation and Division/Department Human Resource Liaisons to determine type, scope, and purpose of the study.
2. Studies current organizational occupational data and compiles distribution reports, organization flow charts, and other background information required for study.
3. Collects data for job descriptions and position description questionnaires by conducting individual interviews, group interviews, observation, and secondary sources to determine knowledge, skill, abilities, and behaviors for minimum qualifications of descriptions.
4. Analyzes occupational data, such as physical, mental, and training requirements of jobs and incumbents. Develops written summaries, such as job descriptions, job specifications, and lines of career movement.
5. Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs.
6. May specialize in classifying positions according to regulated guidelines to meet job classification requirements.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Business, Industrial/Organizational Psychology or relevant field.
<b>Experience (yrs.)</b>	0	Perferred experience in writing job descriptions, conducting job analysis, compensation administration, and/or employment/recruitment.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of general principles and practices of business administration and job analysis.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/31/2018

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