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| The State of Tennessee Department of Human Services is seeking an HR Analyst 1 in our Hamilton County office.  This Analyst will be responsible for overseeing all HR functions for 15 counties which include Hamilton County and the surrounding counties.  The posting will run from November 20 to 11:59 PM on November 26, 2015.  To apply for this position, please click on the following link: [HR ANALYST 1\*-110415-149154](http://agency.governmentjobs.com/tennessee/default.cfm?action=viewJob&jobID=1280039&hit_count=yes&headerFooter=1&promo=0&transfer=0&WDDXJobSearchParams=%3CwddxPacket%20version%3D%271%2E0%27%3E%3Cheader%2F%3E%3Cdata%3E%3Cstruct%3E%3Cvar%20name%3D%27CATEGORYID%27%3E%3Cstring%3E%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27PROMOTIONALJOBS%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27TRANSFER%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27FIND%5FKEYWORD%27%3E%3Cstring%3Ehr%3C%2Fstring%3E%3C%2Fvar%3E%3C%2Fstruct%3E%3C%2Fdata%3E%3C%2FwddxPacket%3E) |

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| [**Minimum Qualifications**](http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&ClassSpecID=100042)**:**  |
| **Education and Experience:** Graduation from an accredited college or university with a bachelor's degree.**Substitution of Experience for Education:** Qualifying full-time professional or paraprofessional human resources related experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. |
| **Job Overview:**  |
| **Summary:** Under immediate supervision, performs professional human resources administrative work of routine difficulty; and performs related work as required. **Distinguishing Features:** This is the entry level class in the HR Analyst sub-series. An employee in this class functions in a training capacity learning to perform a variety of professional human resources management duties including: internal and external affirmative action; employee relations; managing agency performance evaluation, career counseling, employee feedback and other employee services programs; employee development and training; interviewing; supervising human resources transactions, payroll and benefits sections; monitoring organizational structure and classification; and interpreting and enforcing human resources rules, regulations, policies and procedures. This class differs from HR Analyst 2\* in that incumbents of the latter function at the working level under general supervision. \*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination. |

- See more information at: [http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=100042&viewOnly=yes#sthash.p7Jtl4PJ.dpuf](http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=100042&viewOnly=yes%23sthash.p7Jtl4PJ.dpuf)