

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 8402200***

**Occupational Analyst, Grade 21**

Brief Description of Class

Occupational Analysts are technical consultants to both private and public sector businesses and employers that assist and guide on human resources functions. They assess an organization's human resources functions as requested by the business, provide training to businesses in all areas of human resources management, and prepare occupational resources for use by businesses.

These positions are classified only at the Department of Labor (DOL).

Distinguishing Characteristics

*Occupational Analyst*: provides human resources consulting services to public and private sector businesses and employers.

Illustrative Duties

*Occupational Analyst*

Provides assistance to businesses on employee handbooks, legal compliance, employment applications, job analysis, skills gap analysis, interview techniques, employee orientation, and turnover analysis.

- Assists with writing and updating employee handbooks.
- Writes job descriptions and researches prevailing wages.
- Connects businesses to local talent and recruitment events.
- Explains labor laws to help businesses comply with wage and safety regulations.
- Provides timely responses to inquiries from businesses, employees, and job seekers.

- Provides presentations to businesses on human resources topics.
- Works with Economist assigned to local labor market and Empire State Development to provide labor market information to new businesses moving into assigned region.

Promotes DOL services and products such as tax credits, hiring incentives, human resources consulting, career fair and recruitment, and job postings.

- Promotes and directs the use of the Virtual Career Center.
- Coordinates and executes job fairs for assigned region.
- Matches and refers applicants for priority job openings.
- Assists businesses with the On-the-Job Training contract process.

### Minimum Qualifications

#### *Occupational Analyst*

Promotion: one year of service as an Employment Services Representative, or Supervising Labor Services Representative.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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