

**ALBANY AREA COMMUNITY SERVICE BOARD
JOB ANNOUNCEMENT**

Job Title: PERSONNEL ANALYST 1 Classified ___ Unclassified <u>X</u>		Unit and Location of Position: Administration – Albany, GA	
Announcement Begin Date: March 10, 2010		Announcement Deadline: March 18, 2010	Telephone #: (229) 430-4433
Position Number: 00044401	Pay Grade: 12	Annual Salary: \$26,672.14	
GENERAL NATURE OF WORK: Under close supervision, provides professional level analysis, research and technical assistance in one or more areas of personnel.			
QUALIFICATIONS: Completion of a bachelor's degree at an accredited four-year college or university OR two years of professional-level experience in human resource or personnel management. OR four years of paraprofessional-level experience in human resource or personnel management.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION:			
<input type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input checked="" type="checkbox"/> An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Human Resources Department.			
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE:			
HUMAN RESOURCES OFFICE ALBANY AREA COMMUNITY SERVICE BOARD 1120 WEST BROAD AVENUE, SUITE C-4 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719			
An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) <input type="checkbox"/> This announcement is open to all qualified applicants. <input type="checkbox"/> Employees currently in a classified position with permanent status would keep their classified status if selected for this position. <input checked="" type="checkbox"/> This announcement is open to all current Albany Area MH/DD/AD Services and Southwestern State Hospital employees who meet minimum qualifications for the position.			
The Albany Area Community Service Board does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			
THIS ANNOUNCEMENT SHOULD BE POSTED ON YOUR BULLETIN BOARD			