



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2018-030

OPENING DATE: 11/15/2017

CLOSING DATE: 11/28/2017

POSITION TITLE: EMPLOYMENT SERVICE ANALYST I-III

SALARY: GL-8/1-12/1, \$396.73-\$605.38 B/W

LOCATION: DIVISION OF EMPLOYMENT SERVICES
BUREAU OF PUBLIC SERVICE SYSTEM
MINISTRY OF FINANCE

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Assist ESA III and Chief with job evaluation, classification and compensation review. Assist in conducting job evaluation for new or revised positions to assess elements of qualification and responsibility including supervision, problem solving, interaction/communication, departments' impact and position requirements. Assist in gathering information to support job evaluation and classification decision. Maintain online job descriptions and position documentation management. Participates in administration of classification and salary review programs/projects, including the development of communication materials, and assisting with the preparation of summary reports for senior management. Act as a resource to other members of the HR departments on classification, compensation and general employment/HR matters. Work in partnership with the HR team to ensure that the compensation program is in coordination with all other HR deliverables;**30%**
- Receive, verify and input information into HRIS from employee paperwork, including such actions as new hires, account changes, transfers, pay changes, promotions, reallocations, leaves of absence, separations, deductions and additional pay; continually update and correct database records; and assist with creating reports and other database reports as needed**20%**
- Provide customer service to employees and all levels of staff by receiving and responding to questions regarding Human Resource and Procurement policies and procedures. Refer questions and/or request to appropriate personnel if necessary;**20%**

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: bpss@palaugov.org Website: <http://palaugov.pw/bpss>

Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.

- Maintain personnel files on active and terminated employees, including maintaining, calculating and updating employee service dates and seniority dates; filing employee paperwork integrating old files into new files for rehires; etc. Verify and provide information from employee files as requested per Civil Service Policies and Procedures. Assist in calculating, based on appropriate contract language and documentation provided, previous experience credit, salary, pay step, retro payments (if applicable) and stipends and assist in creating correspondence to all employees for any changes in salary/payments;.....**20%**
- Performs other job-related duties as assigned, including providing coverage for HR front desk; entering data into Personnel IS, assist with the maintaining and updating the HRIS position control; prepares media materials for distribution and posting (i.e. copying, filing, mailing, emailing);**10%**

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma or equivalent (GED Test Certificate) plus some training with at least two (2) years of working experience of which one year is general clerical and one year working with data base application system.