



CLASSIFICATION NO. 730

Established: 6/79

Revised: 1/93, 12/07, 6/16

FLSA: Exempt

EEO: 2

## **HUMAN RESOURCES ANALYST**

### **CLASS CHARACTERISTICS**

Under direction, to perform professional assignments in human resources administration; to compile, analyze and prepare reports; to provide complex staff assistance to County departments, employees, customers and Human Resources Managers; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Human Resources provides human resources services to all County departments, including employee recruitment and selection, personnel ordinance and policy administration, position classification and compensation, organizational development, workforce planning, employee training and development, benefits administration, employee wellness, risk management, workers' compensation, liability and casualty claims management, human resources information systems, labor relations and collective bargaining.

The Human Resources Analyst performs a variety of journey-level professional and technical work. Incumbents provide advice, information and recommendations to management, elected officials and employees. Human Resources Analysts are typically assigned to one of the department's functional areas.

The Human Resources Analyst differs from the Human Resources Analyst, Senior classification which is the advanced-journey level in the classification series providing subject matter expertise within a specialized human resources discipline. It also differs from the HR Specialist that performs routine professional and technical human resources assignments.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops valid recruitment and selection strategies and materials; establishes screening guidelines and reviews applications; develops questions, pre-interview exercises, rating criteria and scoring guidelines; conducts panel interviews and written tests; evaluates test results and modifies passing standards and test materials; analyzes and recommends methods and procedures to develop and validate job related examinations and other selection procedures; evaluates processes for adverse impact and compliance with Equal Employment Opportunity underutilization; recommends corrective actions; offers positions to candidates; fields and resolves candidate questions and complaints.
2. Assists in Diversity efforts, outreach and current initiatives of reaching and maintaining a diverse workforce/workplace; responds to employee complaints; educates and provides

information regarding cultural competency issues; provides assistance to support department strategies.

3. Researches and prepares human resources policies and procedures; analyzes legislation and regulations to determine effect on human resources programs and services; plans and develops new human resources programs; presents employee orientation program; researches and recommends new and revised human resources systems, methods and processes to improve internal operations and service delivery.
4. Participates in maintaining compliance with employment related laws; provides assistance to departments, employees, applicants and the public on employment related issues; explains human resources and benefits laws, policies and procedures.
5. Conducts classification, organization and/or salary studies; conducts analysis of individual positions, classifications and internal relationships through questionnaires and interviews and recommends appropriate classification allocation; prepares and revises classification specifications; analyzes data and internal equity relationships to recommend salary grade adjustments; drafts official staff reports; researches and responds to salary surveys from other agencies.
6. Develops and coordinates employee learning and development programs; conducts or facilitates courses, including job skills, communication, leadership and professional development; researches and evaluates training programs and delivery methods; develops and promotes resource library.
7. Utilizes the County's human resource information system (HRIS) and reporting tools to select employment information for a variety of HR projects; uses HRIS for applicant tracking and recruitment administration; prepares and reviews payroll, benefits and personnel documents for compliance with human resources policies; uses HRIS in conjunction with other computer tools to provide analysis, costing and employee statistics, reports and documents; may provide business analyst testing support for system upgrades.
8. Participates in the administration of the employee benefits programs; assists in the development of communication strategies; provides individual counseling and guidance to employees and retirees on deferred compensation, medical, dental and life insurance and claims; develops and presents employee benefits programs; researches, analyzes and reports on benefit plans, premiums, employee participation and claims statistics; ensures compliance of all phases of benefit eligibility in accordance with applicable laws, regulations, policies and procedures; calculates payments to providers and employees.
9. Reviews proposed and existing legislation, rules and regulations in comparison with department policies and procedures to ensure compliance; reviews, updates and writes department policies, procedures, forms, correspondence, etc.; reviews summary plan descriptions, benefit plan summaries, contracts and insurance certificates for compliance with current contracts and applicable laws, rules and regulations.
10. Participates in labor contract negotiating sessions; identifies and researches significant or controversial issues; takes notes and writes minutes; prepares exhibits for fact-finding and interest arbitration hearings; researches and resolves grievances; drafts contract language; researches, analyzes and reports on costs of contract proposals.

## **REQUIRED KNOWLEDGE AND SKILLS**

**Working knowledge of:** Principles and practices of human resources and personnel administration, including recruitment, selection, classification, compensation, training, labor relations and/or benefit administration; principles and practices of public administration, including reporting and maintenance of public records; methods and techniques of statistical research, data analysis and claims administration; applicable Federal, State and local personnel laws, rules, regulations, codes and ordinances; administration of associated provisions of labor contracts and human resource policies; County government organization and operations; human resource information systems.

**Skill to:** Collect, compile, analyze and interpret data; review and interpret relevant complex information and data to make appropriate recommendations; maintain strict confidentiality in all human resources matters; make accurate arithmetic calculations; analyze and resolve problems and/or prepare recommendations; prepare clear and concise reports; conduct effective personal and panel interviews; communicate effectively, both orally and in writing, particularly in speaking before groups; incorporate collaborative team participation in decision making; establish and maintain effective working relationships with elected officials, County managers, employees, job applicants, union officials, other agencies, the public and others encountered in the course of work; investigate, negotiate and mediate claims and disputes; effectively recommend compromises; interpret and explain personnel and related laws, policies and programs to County employees, elected officials and the public; operate computer equipment, including personal computers and software applications; develop spreadsheets and reports.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/18