



CLASSIFICATION NO. 730
Established: 6/79
Revised: 1/93, 12/07, 6/16, 11/24, 12/25
FLSA: Exempt
EEO: 2

HUMAN RESOURCES ANALYST 1

CLASS CHARACTERISTICS

Under direction, to perform human resources administration assignments of a professional nature; to apply human resources principles and practices in the provision of difficult and technical human resources support 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 recruitment and selection, HR policy administration, employee and labor relations, classification, compensation and pay equity, organizational development, employee engagement and development, employee wellness and benefits administration, risk management, workers' compensation, liability and casualty claims management, and human resources information systems.

The Human Resources Analyst 1 performs professional human resources assignments within a specialized human resources functional area. Work involves providing advice, information, guidance and recommendations to management, elected officials and employees. Incumbents act independently and are primarily engaged in the interpretation and application of established policies and practices to address varying situations. Incumbents compile and analyze data, identify trends, prepare reports, make recommendations, and provide insights for process improvements.

Human Resources Analyst 1 differs from Human Resources Analyst 2 which performs professional human resources assignments that directly define and impact the agreements for County employment to include labor-management and employee-management relations, including compensation actions and decisions. It also differs from Human Resources Analyst 3, which performs advanced professional work and provides subject matter expertise within a specialized human resources discipline, and from Human Resources Specialist, which performs routine professional and technical human resources assignments under guidance of higher level professional staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides assistance, advice and guidance to department leadership, management, employees, applicants and the public regarding County personnel policies, practices and procedures; participates in monitoring and maintaining compliance; interprets union contracts, County personnel policies, and federal and state laws; identifies and resolves or escalates issues related to compliance and/or business processes; consults with higher

level HR professional staff to ensure consistent interpretation, application, and compliance; builds, maintains and leverages collaborative and effective relationships with all levels of County personnel; assists with creating effective and consistent communication plans and messaging.

2. Analyzes and ensures County's human resources policies and procedures are administered consistently within the scope of Federal and State regulations, laws, County initiatives and best practices/industry standards; analyzes and recommends changes to human resources procedures, methods and processes to improve internal operations/processes, service delivery and maintain compliance; reviews changes in legislation, rules, regulations, or industry standards to determine effects on existing human resources programs, services, policies and procedures.
3. Conducts studies and research and develops reports with analysis and recommendations; gathers and analyzes employment information; prepares reports, documents and statistics; uses the County's human resource information system (HRIS) and reporting tools in conjunction with other computer tools to select or query data; prepares and reviews payroll and personnel documents for compliance with human resources policies; as requested, provides user/business analyst testing support for system upgrades.
4. Manages and coordinates defined projects and/or manages assigned components of large and/or complex projects; analyzes HR business and operational requirements and impacts; organizes, leads, facilitates or participates in meetings to identify needs and coordinate project activities and time commitments; coordinates activities, resources and work among project team members to meet deadlines and achieve desired outcomes and expectations; manages and monitors project to ensure deliverables are completed on time and within scope; establishes, maintains and manages relations with project team members and stakeholders to move project forward and/or resolve issues; receives oversight, guidance and direction from HR manager appropriate to project's scope and complexity; informs HR manager and stakeholders of changes in project scope or schedule.
5. Participates in the creation, analysis and implementation of strategic plans, planning efforts, operational/business processes, and special projects related to human resources administration; identifies and analyzes issues; gathers information and statistical data; participates in developing recommendations, addressing potential impacts; works collaboratively and effectively with Human Resources Department co-workers/teams/department staff; researches best practices and industry standards.
6. Represents and provides support to HR Department programs, activities services; responds to or escalates employee concerns and complaints; presents or assists in presenting trainings at the department level and/or county-wide; creates training specific to a department need or HR business process; assists in efforts and outreach in reaching and maintaining a diverse workforce/workplace; educates and provides information regarding cultural competency issues; provides assistance to support County departments with their department-specific human resources administration strategies; networks, gathers and shares key issues and industry insights in human resources administration at conferences and community events and with local agency partnerships and industry groups.

Duties also include, within HR functional area – Recruitment and Selection:

7. Manages full-cycle recruitment for positions including those with multi-faceted strategies, and executive and specialized roles; collaborates with county hiring managers to establish/adjust valid and diverse recruitment strategies and materials that include an understanding of hard to fill positions; develops valid recruitment and selection strategies and materials adhering to defined/detailed business processes, county policies, union contract language, and employment laws; evaluates processes for adverse impact and compliance with Equal Employment Opportunity; communicates clear expectations to all candidates and hiring managers regarding County's hiring process; 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; makes employment offers to candidates; fields and resolves candidate questions and complaints; educates prospective employees about working for the county; attends career fairs and networking events to promote employment opportunities.
8. Participates in the salary placement process by analyzing and documenting employment requirements as they relate to minimum qualifications and candidate qualifications; reviews application materials and conducts preliminary assessments of candidate experience against minimum and preferred qualifications to determine relevance and potential impact on salary placement for Classification and Compensation consideration; collaborates with C&C to clarify experience; facilities follow-up with hiring managers and candidates; implements agreed-upon placement decisions; makes recommendations to C&C for refining classifications and/or requirements; as assigned, performs initial market and match analyses as a component of C&C's salary studies; analyzes and documents employment requirements in support of layoff/ recall and bumping processes.

Duties also include, within HR functional area – Employee Engagement and Development:

9. Develops and coordinates employee learning and development programs; creates, conducts, facilitates and presents courses, including job skills, communication, leadership and professional development; researches and evaluates training programs and delivery methods; develops and promotes resource library; administers employee surveys, collects feedback, and analyzes data to measure engagement levels and identify areas for improvement.
10. Works with county leaders to design, plan, coordinate, and implement employee and team effectiveness strategies; uses individual work style assessment data to lead team development workshops.

Duties also include, within HR functional area – Risk and Safety Management:

11. Serves as the lead technical point of contact and subject matter expert for a County-wide risk management information system (RMIS) database, analyzes complex user needs to develop and maintain effective workflows and recordkeeping; designs, writes, maintains, and tests multi-variable queries; architects and maintains tracking systems to accurately compile, collect, and summarize HR program specific information; serves as the primary liaison with the Department of Technology Services and vendors to diagnose and resolve software problems, network or connectivity issues and lead solution implementation efforts; coordinates with Technology Services to ensure RMIS configurations integrations and

usage comply with County-wide technology and data governance standards; leads the technical assistance and training for users; analyzes information needs of end users to define, recommend and maintain role-based system access standards.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of human resources and personnel administration relevant to assigned HR functional area; principles and practices of public administration, including reporting and maintenance of public records; methods and techniques of statistical research and data analysis; applicable Federal, State and local human resources laws, rules, regulations, codes and ordinances; administration of human resource policies and labor contracts applicable to assigned HR functional area; County government organization and operations; automated human resource systems and associated software such as spreadsheets, word processing, and data base management 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 interviews, meetings, and focus groups; 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 other stakeholders; interpret and explain department and human resources 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.

WORKING CONDITIONS

Within Human Resources Department, Employee Engagement and Development Division: Duties require occasional to frequent walking, standing, squatting, kneeling, bending, twisting, reaching overhead, grasping, and fine motor control. The ability to lift and lower 30 pounds, carry objects up to 20 pounds, and push/pull 90 pounds. Duties also involve exposure to slippery surfaces when walking from one building to another.

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 three (3) years of related experience with two years of experience in area of HR specialization 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 to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

Within HR's Employee Engagement and Development Division, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 2/25