

SENIOR HUMAN RESOURCES ANALYST

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under direction, performs complex human resource activities, including, recruitment and selection, equal employment opportunity, classification, compensation and/or employee relations activities; provides expert professional assistance to County management staff; and may supervise assigned staff.

Distinguishing characteristics:

This class is the advanced specialist and/or first line supervisory level class in the Human Resources Analyst series responsible for performing difficult and complex professional level work and/or for supervising subordinate staff. Assignments may include supervision of assigned staff and assisting other management staff in carrying out the labor relations, employee relations or other human resource programs. This class is distinguished from the Principal Human Resources Analyst in that the latter classification is responsible for performing the most difficult and complex human resources work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Confers with management and employees regarding recruitment and selection, equal employment opportunity, classification, compensation, employee relations, or related activities, policies or procedures; advises County officials on interpreting human resources rules, practices and memoranda of understanding.
- Directs recruitment and selection activities for County staff; personally performs the most complex recruitment and selection projects.
- Confers with and advises management and employee organizations regarding employee relations, discipline, policies and procedures; investigates grievances; prepares costing impacts of wage and benefit issues; writes contract language.
- Supervises and/or conducts analytical studies; develops and reviews reports of findings, alternative and recommendations.
- Provides staff support in contract negotiations; prepares summaries, collects data and makes recommendations; may meet and confer with employee organizations on individual issues during the term of the contract.
- Supervises, plans, organizes, trains, and reviews the activities of professional, paraprofessional, support and administrative staff, as assigned.
- Recommends selection of assigned staff and provides for their training and professional development; interprets policies and procedures to employees.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the human resource function.
- Supervises and participates in conducting comprehensive job analysis, classification, compensation and benefits monitoring activities.
- Maintains accurate records and files; prepares reports, correspondence and a variety of written materials.

- May represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education:

Bachelor's degree from an accredited college or university with major course work in business or public administration, psychology, labor relations, or a related field. A Master's degree in public administration or human resources management may substitute for one year of the required experience.

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Two years of journey level experience in various areas of the human resource function. Experience in a public agency setting is desirable.

Other Requirements:

Must possess and maintain a valid driver's license.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledges and skills.

Knowledge of:

- Principles, practices and techniques of public human resource administration, including recruitment and selection, affirmative action, classification, job analysis, employee relations, compensation and benefits administration and employee development.
- Applicable federal, state and local laws and regulations.
- Principles and practices of labor relations in a public agency setting including effective negotiation techniques.
- Supervisory principles and practices including work planning, schedules, review, evaluation, employee training and discipline.
- Principles and techniques of conflict resolution.
- Analytical methods and techniques, including statistical and financial analysis.
- Standard office practices and procedures, including business data processing applications.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of others.

- Reading, interpreting and applying laws, rules, policies and procedures.
- Training staff in work procedures.
- Developing, implementing and interpreting goals, objectives and policies.
- Representing the County effectively in meetings with others.
- Preparing clear, concise and competent reports, correspondence and other written materials.

Ability to:

- Analyze, interpret, apply and explain complex laws, rules and regulations
- Perform complex research, analyze alternatives and recommend practical solutions.
- Communicate competently and effectively as appropriate for the needs of the audience.
- Exercise sound independent judgment within general policy guidelines and legal constraints.
- Establish and maintain effective working relationships with those contacted in the course of the work.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is primarily performed indoors in a standard office setting performing repetitive or fatiguing duties.

Physical:

Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing, walking, bending and reaching; lifting, carrying or pushing objects that weigh 16 – 40 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs.

History:

JCN# 1404

Created: OCT 1996

Revised: OCT 1999

Revised: JAN 2007

Revised: JUL 2012

Revised: OCT 2013