

## CLASS SPECIFICATION



<b>CLASS:</b>	Assistant Human Resources Analyst	<b>ESTABLISHED:</b>	July 2013
<b>ALLOCATION:</b>	Human Resources	<b>REVISED:</b>	June 2019
<b>FLSA STATUS:</b>	Non-exempt		
<b>UNION AFFILIATION:</b>	N/A – Confidential		

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### **JOB SUMMARY:**

Under general supervision, incumbents perform a broad range of tasks that are technical, administrative and analytical in nature. Major areas of support include risk management, employee relations, labor relations, benefits, human resources information systems, recruitment and selection, classification, and compensation. Research and analysis of laws and regulations for compliance of human resources functions; provide overall advice to supervisors and managers on all aspects of human resources policies and programs; perform basic daily operations of the Human Resources/Risk Management Department programs and perform other duties as assigned.

This is the first entry level in the human resources analyst series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Human Resources Manager and may receive direction from a Human Resources Analyst II. This class is distinguished from Human Resources Analyst I/II in that the latter independently performs the full scope and complexity of professional level human resources functions requiring extensive knowledge of related laws. Assignments within this classification are usually recurrent, limited in scope and variety and generally focus on situations that can be resolved by the application of established guidelines, methods and process, under the guidance of more senior staff.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Analyze, coordinate, track, and maintain general and medical leaves of absence in compliance with the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), CA paid sick leave laws, CA Military and Veterans Code, USERRA, and other federal/state leave laws. Coordinate leave benefits; and distribute written and verbal information to inform County management, supervisors and employees of program requirements.
- Operate the County's return to work program, including collaboration with department representatives to identify basic temporary transitional duty assignments.
- Assist with the administration the County's ergonomics program; identify ergonomic risks factors through a risk assessment process; investigate, prioritize, and develop solutions for ergonomic improvements; provide communication and training to all employees.
- Assist with the activities and functions of County's safety program.
- Attend safety meetings, prepare safety related material, and disseminate and maintain records of safety meetings and inspections.
- Participate in interactive process and accommodation meetings; research potential accommodations and equipment, and recommend options.
- Assist with routine workers' compensation, liability, auto, and property claims management.
- Serve as backup to the pre-employment medical evaluation program for job classes in specific departments; prepare letters of instruction notifying candidates of medical exam requirements, qualifications for employment and the need for additional documentation; notify applicants and departments of results; maintain files and related documents.
- Research personnel issues, reports, regulations, and laws and write reports on results.
- Collect and compile statistical data; develop and create a variety of technical and statistical reports.
- May perform technical, administrative or basic analytical duties as needed in classification, compensation, benefits, labor relations, recruitment, onboarding, risk management, affirmative action compliance, training, and employee relations under direction from senior staff.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May drive a vehicle to visit alternate locations.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- County, state and federal laws, statutes, rules, ordinances, codes and regulations governing human resources activities and functions.
- State and Federal laws as related to all applicable protected leaves.
- Concepts, policies, practices, principles and procedures of public sector human resources administration.
- Principles and practices of risk management, recruitment and selection, employee relations, labor relations, safety, workers' compensation, Affirmative Action, personnel administration and training.
- County and department policies and procedures.
- Principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computer applications related to the work including database or spreadsheet files and the development of reports.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.

### **Skill in:**

- Strong critical thinking skills and the ability to foresee the ripple effects of day-to-day decisions.
- Tracking and analyzing leave and claim data.
- Preparing clear and concise reports, correspondence, and other written materials.
- Monitoring and assuring the confidentiality and proper maintenance of human resources files, databases, and reports.
- Reading and applying laws, ordinances, rules and regulations.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted during the course of the work.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Research and compile accurate information, analyze findings, provide recommendations and apply legal statutes, policies, and County practices to case management activities and recommendations.
- Analyze and use sound judgment to make decisions in light of ambiguous factors.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Thrive in an organization that maintains a fast-pace, coupled with a challenging workload and competing priorities.
- Read, analyze, interpret and explain operating and procedure manuals, rules and regulations, applicable laws, codes and regulations.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Utilize statistical methodologies in practical applications.
- Prepare clear and concise reports.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit and/or walk for prolonged periods of time.

- Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to attend meetings and visit work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment, however, may attend meetings or trainings with large groups.
- Occasionally travel to various worksites and locations.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** An Associate's degree from an accredited college with major course work in human resources, public or human resources administration, industrial relations, or a closely related field and two years of para-professional experience in human resources administration and/or the interpretation of human resources policies. Additional closely related education may be substituted for the experience.

Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.

**PREFERRED:** In addition to the minimum, a Bachelor's Degree in Human Resources, Public or Personnel Administration, Industrial Relations or a closely related field, and additional years of experience in human resources functions.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Human Resources Approval:  
Date:

EEOC: E  
WC: 8810

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: