

CLASS SPECIFICATION



CLASS: Senior Human Resources Analyst
ALLOCATION: Human Resources and Organizational Services
FLSA STATUS: Exempt
UNION AFFILIATION: Non-represented

ESTABLISHED: July 2022

JOB SUMMARY:

Under general direction, act as a lead in the performance of assigned County-wide human resources, organizational, and/or risk management services; oversee, coordinate, and evaluate assigned human resources processes, procedures, and programs the areas of merit based recruitment and selection, classification and compensation, employee relations, labor relations, human resources information systems (HRIS), leave management, payroll, safety and loss prevention programs, and/or benefit administration; exercise technical and functional supervision over professional and administrative support staff; provide highly responsible and complex assistance to an assigned human resources manager; and performs other related work as assigned.

CLASS CHARACTERISTICS:

This is an advanced journey level position in the human resources analyst series and this position reports directly to a manager in the Human Resources Department. This class is distinguished from Human Resources Manager in that the latter is responsible for multiple human resources functions and exercises a substantial amount of management, administrative and supervisory responsibilities in support of assigned programs and activities.

EXAMPLES OF DUTIES:

Essential:

- Act as lead in the performance of assigned County-wide human resources, organizational, and/or risk management programs and services, including recruitment and selection, classification and compensation, employee relations, labor relations, HRIS, leave management, payroll, safety and loss prevention, and/or benefit administration.
- Assist assigned professional and administrative support staff through regular mentoring, coaching, and functional review of their work; serve as the primary contact and resource expert on assigned functional areas and/or projects.
- Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
- Provide routine and specific feedback to manager regarding work performance and professional development of assigned staff; advise manager and make recommendations regarding training and assignments for assigned staff.
- Compile and analyze data and make recommendations regarding human resources programs and systems; assist in the development and implementation of related policies.
- Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.
- Interpret Federal, State and County policies and procedures to employees and ensure programs are in compliance with laws, rules, regulations and procedures; ensure consistency of operations and resolution of issues.
- Monitor changes in legislation that may affect program operations; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications.
- Uphold Merit, County, State and Federal labor laws, rules and regulations including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Fair Employment & Housing Act (FEHA), Fair Labor Standards Act (FLSA), Workers' Compensation (WC) and other mandated laws or regulations.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials; prepare or direct preparation and distribution of written and verbal information to inform County management, supervisors and employees of program requirements; make presentations before the Board, committees, the public, etc.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a personal or county motor vehicle in the course of the work.

QUALIFICATIONS:**Knowledge of:**

- Principles, practices and procedures of public human resources and risk management administration.
- Comprehensive understanding of the principles and practices of merit based job analysis, recruitment, selection; classification and compensation; benefits; labor relations; employee relations; negotiations; employee training and HRIS; and risk management and safety in a public agency setting.
- Applicable laws, codes, rules, and regulations.
- Principles, practices and techniques for working effectively with appointed and elected officials of the County and other governmental jurisdictions.
- Computer applications related to the work including database or spreadsheet files and the development of reports.
- Research and analytical methods, practices, and procedures to define and resolve issues.
- Business mathematics, statistics and algebra to analyze cost/benefit of human resources programs.
- Principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Effective negotiations strategies and consensus development with individuals and organizations having a broad range of interests.
- Principles and techniques of preparing effective written informational or educational materials.
- Techniques for dealing with a variety of individuals of various ethnic and socio-economic groups, in person, electronically, and over the telephone.
- Computer applications related to the work.

Skill in:

- Planning, organizing, directing, and reviewing the work of profession and administrative support staff.
- Interpreting, applying and explaining complex federal, state and local laws related to the administration of a public human resources system.
- Independently performing complex analytical human resources and/or risk management work in the area(s) to which assigned.
- Using initiative and independent judgment within general policy guidelines.
- Organizing own work and work of others, managing multiple projects and meeting critical deadlines.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge and skills.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Using research and analytical methods, practices, and procedures to define and resolve issues.
- Responding to complex inquiries or complaints from managers, supervisors, employees, attorneys, regulatory agencies, or the public.
- Bringing others together and trying to reconcile differences.
- Preparing clear and concise staff reports, policies, procedures, correspondence, draft resolutions, ordinances and other written materials.
- Maintaining accurate records and files, including ensuring the security of confidential records.

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.
- Read, analyze, interpret, and explain laws, codes, rules, and regulations to a variety of individuals.
- Make rational decisions in a timely manner particularly in situations involving potential risks.
- Prioritize work to meet deadlines.
- Work effectively on several projects concurrently.

- Communicate effectively in writing and verbally as appropriate for the needs of the audience.
- Collect and analyze data; apply common sense understanding to solve practical problems.
- Compose, proofread, and edit correspondence, reports, contracts, policies and procedures, etc.
- Speak effectively and present information before groups of employees, managers, or officials.
- Effectively use interpersonal skills in a tactful, patient, and courteous manner.
- Prepare clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into a professional document.

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 functions 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 or walk for prolonged periods of time.
- Mobility to work in a typical office setting, use standard office equipment, and to 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.

Working Conditions:

- Generally in a normal office environment, however, may have to administer tests or travel to various County worksites or locations.
- Attend meetings outside the normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the County 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:

Licensing and Certification:

- May require the ability to obtain a valid California Class C driver's license within 10 days of employment; maintain valid California Class C driver's license.

Special Requirements:

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

Education and Experience:

Minimum: A Bachelor's Degree from an accredited college or university with major course work in business or public administration, human resources, or a related field and three years of progressively responsible professional human resources administration experience including recruitment and selection, classification and compensation, labor relations, risk management, or employee relations. *Candidates with strong human resources experience who lack the degree are encouraged to apply. Relevant experience may be substituted for the required education on a year-for-year basis.*

Preferred: In addition to the minimum qualifications, possession of a valid SPHR/PHR certification, an advanced degree in a closely related field and additional years of professional experience in a public agency human resources department.

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

Dept. Approval:
Date:

Human Resources Approval:
Date:

Signature: _____

Signature: _____

EEOC: B
WC: 9410

Established: July 2022
Revised: