

HUMAN RESOURCES ANALYST – CONFIDENTIAL

DEFINITION

Under direction, performs professional level work in a variety of areas including recruitment and selection, classification and compensation, employee relations, staff development, benefits administration, labor negotiations, employee recognition, personnel policies and regulations, compliance programs (i.e., EEOC, ADA, FMLA, Workers' Compensation). May perform other related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this professional classification are fully competent to independently perform professional analytical assignments within general policy and procedural guidelines; responsibilities require the use of independent judgment, a high level of confidentiality, the application of analytical processes and the evaluation of alternative courses of action.

TYPICAL TASKS

- Plans, coordinates and directs various Human Resource projects and activities to support management in the delivery of services
- Conducts studies, prepares reports and makes recommendations regarding personnel policies, programs, functions and services
- Coordinates and provides information regarding Workers' Compensation, ADA and Leave of Absence administration including FMLA and disability
- Assists in the development and review of the Court's classification and pay plans; conducts classification and pay studies concerning designated positions or groups of positions
- Develops, reviews and modifies classification specifications
- Assists in maintaining position allocation records
- Plans and conducts recruitment and examination activities; analyzes staffing requirements, employee market trends and applicant sources; develops publicity and advertisement campaigns; evaluates applications and related materials; develops and administers examinations
- Assists in developing and administering a variety of employee benefits; conducts surveys and studies relative to employee benefits
- Provides personnel/employee relations support to all Court departments
- Prepares reports, correspondence and statistical data
- Organizes, prepares, and presents information and findings in appropriate formats for the intended audience

- May assist in conducting investigations relative to alleged performance and misconduct issues, employee complaints and grievances
- Interprets and applies personnel policies, rules, regulations and provisions of labor contracts

- Participates in or provides technical/analytical support for labor relations/negotiations with employee organizations and assists in the preparation of contract proposals
- Assists in the development and implementation of training programs for Court staff
- May perform a wide variety of human resources-related duties and may provide direction to professional, technical and clerical staff

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, functions and practices of public personnel administration
- Basic principles and practices of equal employment opportunity, affirmative action and accommodation for individuals with disabilities
- Basic principles of job analysis, recruitment and selection, classification and compensation, employee relations and risk management in a public agency setting
- Applicable laws, rules and regulations pertaining to Human Resources
- Applicable work rules and policies
- Applicable business equipment and computer applications
- Methods for gathering and documenting information
- Preparing effective reports, procedures, correspondence and other written materials
- Correct English usage including spelling, grammar and punctuation

Ability to:

- Analyze a wide variety of Human Resources related issues
- Maintain accurate records and files of work performed
- Interpret, apply and explain applicable laws, rules, regulations, standards, memoranda of understanding, and policies and procedures
- Organize work, set priorities and meet critical deadlines
- Conduct fact finding and analysis and summarize findings
- Prepare clear and concise reports, correspondence, selection materials, class specifications and other written materials
- Exercise initiative and independent judgment within established guidelines
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with staff at all levels in the organization, as well as employee representatives, representatives of other governmental agencies, and the public
- Maintain confidentiality of information
- Operate a computer using standard business software and operate standard office equipment, including word processing, spreadsheet, presentation, graphics and database programs

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 15 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

- 1) Graduation from an accredited four-year college or university in public or business administration, personnel/human resources, behavioral sciences or a closely related field, and three years of progressively responsible professional experience in a related field, preferably a public agency. Experience should include responsibility of one or more of the following areas of assignment: recruitment, selection, position classification, performance management, salary or benefit administration, training, or risk management. **OR**
- 2) Graduation from an accredited four-year college or university in any field, and four years of progressively responsible professional experience in a related field. Experience may be substituted for the educational requirement on a year-for-year basis up to four years.