

CLASS SPECIFICATION

Human Resources Analyst

Code Number: _____

GENERAL PURPOSE

Under general supervision, performs a variety of responsible professional, technical and analytical activities in support of the Commission's human resource management programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst is the entry level in the professional human resource management series. Initially, incumbents perform professional assignments in one or more human resource program areas while learning Commission regulations, policies and procedures and specific techniques and legal requirements related to the Commission's human resource management programs. As experience is gained, duties are performed with a significant degree of independence under general supervision. Incumbents are expected to carry out their responsibilities with initiative and creativity, exercising sound professional judgment and problem-solving skills.

Human Resources Analyst is distinguished from Senior Human Resources Analyst in that Senior Human Resources Analysts perform more difficult work requiring broader professional knowledge gained through continuing professional development and experience with Commission human resource programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Conducts employee recruitment and selection activities for assigned job classes; confers with managers or supervisors on job requirements; prepares job announcements, advertisements, supplemental applications and other recruitment materials; conducts outreach recruitment to obtain qualified candidates; screens applicant qualifications; conducts job analyses to identify essential job functions and associated knowledges, skills and abilities; prepares and administers job-related selection procedures for assigned classes, including but not limited to application reviews, written and performance tests, interviews and assessment techniques; requests background and reference checks; assists in analyzing test results; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; responds to applicant and candidate questions and concerns.

Conducts position classification studies; drafts or revises class specifications; recommends the classification of positions; conducts surveys and studies regarding compensation, benefits and other human resource management issues; performs analyses and makes recommendations on salary or benefit program changes; provides classification, compensation and benefits information to other agencies.

Conducts research and analyses regarding employee relations issues; assists in the resolution of routine to moderately difficult grievances, disputes and contract interpretations; assists in developing or develops and interprets and explains Commission regulations, policies, procedures and regulations to Commission supervisors, staff and the public in assigned areas of responsibility; prepares a variety of analyses and reports.

OTHER DUTIES

Coordinates placement of temporary employees; participates in developing and administering special human resource programs, including intern, volunteer and other programs; performs individual employee counseling; conducts employee exit interviews.

Performs a variety of special research and analysis projects.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification and job analysis, compensation and benefits analysis and administration; basic labor relations principles and practices, including contract administration; applicable federal, state and local laws and regulations; research methods and data analysis techniques; business communications principles and practices; the uses of standard business computer software.

Ability to:

Analyze problems, evaluate alternatives and make sound, appropriate recommendations; exercise sound independent judgment and initiative within established guidelines; establish and maintain effective working relationships with those encountered in the course of the work; represent the section effectively in meetings; communicate effectively orally and writing; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials; interpret, explain and apply Commission administrative regulations, personnel policies and procedures and applicable local, state and federal legislation; use computer tools and software; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with major coursework in public or business administration, human resources, psychology or a related field; one year of human resource management experience; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with managers, representatives of other governmental and community organizations, employees, bargaining unit representatives, applicants and the public, some of whom may be dissatisfied, angry and/or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. A high volume of telephone calls and 'walk-in' traffic result in a moderately loud noise level on a frequent basis.