

County of Humboldt Job Specification
HUMAN RESOURCES ANALYST I/II
Classification 0684A/B
FLSA: Non-Exempt



DEFINITION

Under general supervision (Human Resources Analyst I) or direction (Human Resources Analyst II), performs complex and varied professional work required to administer varied human resources programs, including recruitment and examination, classification and compensation analyses, training and development, risk management, workers' compensation, equal opportunity and affirmative action compliance, labor relations, and organizational development; performs research and analysis; provides consulting services to county departments related to all aspects of human resources programs and activities; and performs related duties as assigned. Duties may involve the human resources program areas of: Personnel, Risk Management, and/or Organizational Development & Effectiveness.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Human Resources Analyst I: This is the entry-level classification in the Human Resources Analyst series. Initially under close supervision, incumbents learn and perform routine duties relating to assigned areas while learning county policies and procedures and specific techniques and regulations related to the broad area of human resources. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Human Resources Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Human Resources Analyst II: This is the journey-level classification in the Human Resources Analyst series. Positions at this level are distinguished from the Human Resources Analyst I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at this level may also specialize in supporting a narrower range of human resources functions and develop a deeper knowledge base of assigned programs.

This classification is distinguished from Senior Human Resources Analyst in that the latter performs the most complex work assigned to the series including matters that are especially sensitive or controversial, and/or provides technical and functional direction over lower-level staff.

Positions in the Human Resources Analyst class series are flexibly staffed and positions at the II-level are typically filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Assists employees and management with the interpretation and correct application of federal, state, and county policies, procedures, and programs pertaining to the range of human resources programs and functions including recruitment, examination, selection, classification, compensation, training, performance management, staff development, risk management, workers' compensation, labor relations, and organizational development.
- Advises county staff and leadership on employment processes and procedures; provides advice and assistance regarding employment issues; investigates employee complaints.
- Coordinates and implements recruitment processes for county departments; confers with departments to ascertain departmental needs; coordinates and/or produces recruitment flyers and position announcements; screens resumes and applications; identifies qualified applicants.
- Organizes and administers oral and written examinations and results, including content development and compiling test scores, preparing eligibility lists and candidate information, coordinating and/or conducting interviews, assisting departments in extending job offers, and coordinating follow-up pre-employment procedures; monitors the hiring process and/or testing processes to assure adherence to applicable human resources policies.
- Administers leave of absence programs, ensuring legal compliance; reviews and analyzes leave requests and/or applications; makes recommendations and develops and prepares responses and/or correspondence.
- Facilitates interactive processes with employees, supervisors, managers, and directors to determine reasonable accommodations to work restrictions under the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA), and other applicable laws.
- Serves as representative in negotiations and on day-to-day labor relations matters with labor union representatives for assigned bargaining units; researches related issues; advises managers, supervisors, and employees on related issues, including laws, rules, and regulations, and compliance with Memoranda of Understanding (MOU) and Compensation Plan provisions.
- Administers the workers' compensation claims management function; processes insurance claims submitted; monitors accepted claims prior to closure; provides information to claimants, attorneys, and workers' compensation carrier; assists employees in resolving

- issues related to workers' compensation, safety, and health; attends hearings and legal proceedings; maintains accurate databases; prepares reports and other related documentation.
- Administers the county's multi-tiered employee benefits programs, including plans such as retirement, health, life, dental, vision, long-term disability, employee assistance program, and Consolidated Omnibus Budget Reconciliation Act (COBRA); acts as liaison to various third-party benefits administrators and health carriers.
 - Responds to employee and retiree questions and complaints regarding the California Public Employees Retirement System (CalPERS); interfaces with third-party administrators to resolve claims appeals and provides guidance in policy interpretation and plan documents.
 - Participates in county-wide open enrollment for benefits; prepares open enrollment benefit materials and literature.
 - Provides advice and counsel to managers, supervisors, and employees on employee benefits related issues, including laws, rules, and regulations, and compliance with Memoranda of Understanding (MOU) and Compensation Plans; explains program provisions, procedures, and eligibility requirements.
 - Coordinates and oversees Department of Motor Vehicle (DMV) Pull Program files, including notification of new and terminated employees; notifies appropriate agency of new commercial licensees.
 - Reviews Payroll Personnel Action Forms and Verifications of Employment as assigned; collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
 - Conducts salary studies; researches salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.
 - Develops new or revised classification specifications, classification concepts, and career ladders and lattices based on job analyses.
 - Conducts personnel and workplace investigations; assists in responding to grievances and complaints and administering disciplinary actions; advises those involved of possible solutions.
 - Assists in the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
 - Conducts special research assignments, gathers data, and prepares reports for consideration by management or special committees.
 - Analyzes proposed legislation, labor law, court cases, advisory committee recommendations, and decisions of hearing bodies to determine impact on departmental operations; recommends sound courses of action.
 - Prepares a variety of reports, correspondence, manuals, records, and other documents.
 - Performs other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

Knowledge of:

- Principles, practices, and techniques of human resources management and administration of human resources programs and functions in a public agency setting.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures governing personnel actions, including equal opportunity employment and consideration of job relatedness.
- Effective recruitment, examination, and selection methods and techniques.
- Practices and techniques for assessing reasonable accommodations under the ADA and FEHA.
- Fundamental aspects of labor negotiations and the interpretation and administration of collective bargaining agreements.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and county staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct complex research projects on a variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop, administer, and analyze tests and/or selection devices for a variety of occupations.
- Analyze jobs and make sound classification decisions.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Evaluate departmental programs, services, and operations and recommend new or revised approaches.
- Make complex mathematical and limited statistical calculations with accuracy.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written material.
- Maintain accurate files and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively represent the department and the county in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate the County of Humboldt's commitment to a diverse, equitable, and inclusive workplace.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, psychology, or a related field.

and

Human Resources Analyst I: No additional experience required; however, experience in a public sector Human Resources Department is preferred.

Human Resources Analyst II: two (2) years of increasingly responsible human resources administration experience at a level equivalent to the County's classification of Human Resources Analyst I.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various county sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 20 pounds.
- Vision to read printed materials and a computer screen.

- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).