

County of Humboldt Job Specification
SENIOR HUMAN RESOURCES ANALYST
Classification 0688
FLSA: Exempt



DEFINITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and participates in the work of human resources staff performing difficult and complex professional, technical, and confidential work required to administer varied human resources programs including recruitment, classification, compensation, risk management, workers' compensation, employee training and development, labor relations, organizational development; performs research and analysis on complex human resources-related matters; provides consulting services to county departments related to all aspects of human resources programs and activities; 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 direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level professional staff. May exercise direct supervision over technical and support staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Human Resources Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to oversee human resources programs and activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to execute various human resources programs. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, organizes, and oversees the daily functions, operations, and activities of assigned human resources programs, including recruitment and selection, classification and compensation analyses, employee training and development, background investigations, employee relations, and organizational development; participates in labor relations activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.

- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process.
- Develops and implements background investigative policies and procedures and oversees and conducts background investigations; ensures equal employment opportunity and affirmative action for all candidates; maintains background investigation and records management databases; tracks fingerprinting activity.
- Performs job analysis and classification studies of new and existing positions; develops new classification concepts and specifications as necessary based on classification study and analysis procedures; alters existing classification specifications as necessary.
- Conducts compensation studies for new and existing classifications, determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation strategies and programs, and classification plans; responds to external compensation surveys.
- Processes county liability claims; reviews submissions, obtains information, settles claims within specified limits, and confers and coordinates activities with third party administrators.
- Develops, coordinates, and implements occupational safety and health programs designed to reduce risk and ensure workplace safety.
- Oversees and conducts thorough audits and investigations and analysis of hazards, accidents, injuries, and incidents, including Occupational Health and Safety Administration (OSHA) reviews; recommends changes to preclude injuries.
- Reviews, develops, and updates safety related policies and procedures as required by law or as necessary; maintains county safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; facilitates monthly safety coordinator meetings; prepares and maintains required reports.
- 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.
- Inspects and monitors county facilities for compliance with federal, state, and local safety and health regulations, as well as industry standards; checks and ensures supply of safety equipment and materials.
- May participate in the management and oversight of the departmental budget.
- Acts as liaison to actuarial and health benefits consultants, third-party administrators, computer systems personnel, and/or other highly specialized service providers.
- Develops and participates in employee relations activities; provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, contracts application, and the administering of grievances;

reviews performance evaluations for consistency and makes recommendations; works closely with management on issues that require resolution or contract clarification.

- Facilitates and participates in the grievance process; attends grievance hearings; represents management at arbitration hearings; serves as a witness.
- Assists with labor contract negotiations; prepares labor relations documents and contract language; represents the county in meetings with bargaining units.
- Responds to Public Records Act requests.
- Provides complex staff assistance to human resources management; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Coordinates and integrates program services and activities with other agencies and county departments.
- Participates in the development and implementation of procedures to ensure compliance with applicable federal and state laws and regulations.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, preparing agendas and taking minutes, and serving on various task forces and committees.
- 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.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; classification and compensation analysis and administration; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Principles and practices of risk management, insurance, and self-insurance operations.
- Principles and practices of workers' compensation and employee benefit insurance programs.
- Policies, regulations, specifications, and requirements governing health, safety, and accident prevention of county field and office environments, including accident analysis and prevention methods and techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned programs.

- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- 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

two (2) years of increasingly responsible professional human resources administration experience in a full-service human resources program at a level equivalent to the county's classification of Human Resources Analyst II.

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.).