

## **HUMAN RESOURCES ANALYST I**

### **DEFINITION**

Under supervision to perform a variety of complex analytical tasks related to Human Resources operations, to develop, implement and evaluate policies, regulations and do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first experienced level in the Human Resource Analyst class series. Incumbents are expected to learn and perform increasingly difficult and complex Human Resource analytical tasks; assist in compiling and analyzing data for special reports; Incumbents are expected to increase their skill in knowledge of Human Resource Laws, State and Federal requirements.

### **REPORTS TO**

Human Resources Director

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Human Resource Technician I, II and III

## **HUMAN RESOURCES ANALYST I– 2**

### **EXAMPLES OF DUTIES**

- Assists County staff and the public by answering inquiries concerning human resource policies and procedures.
- Assists the Director in the development of policies and operational procedures.
- Analyzes and interprets existing and proposed legislation, regulations of state and federal laws and directives to determine their impact on county operations and the plan for implementation.
- Assist in classification study reviews, job audits, assist with labor relations, salary surveys, complaint investigations, prime contact with operating departments, and rule/policy interpretation and training.
- Development and tracking of department budget.
- Gathers, tabulates and analyzes data and information.
- Develops recommendations and prepares reports.
- Makes oral and written presentations to various departments and committees.
- Performs a variety of staff support duties and other specialized functions as assigned.
- Acts for the Director in the absence of the regular incumbent.
- And represents the Director before the Board of Supervisors and at various meetings and conferences.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment, continuous contact with staff and the public. Some field trips will be necessary to complete investigation in outstation county departments, staff and operations.

## **HUMAN RESOURCES ANALYST I–3**

### **KNOWLEDGE OF**

- Modern officer methods, practices, and procedures.
- Laws, rules and regulations affecting the County's Personnel programs.
- Research and information gathering techniques.
- County hiring procedures, including procedures used by the California Interagency Merit Systems.
- Personnel administration principles, practices, methods, and techniques.
- Establishment and Maintenance of filing and informational retrieval systems Employee benefits.
- Computers and software applications related to administrative support work.
- Human Resources functions and procedures, including recruitment, selection, classification, compensation, and equal employment opportunity.

### **ABILITY TO**

- Perform difficult and complex human resources work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws and policies.
- Coordinate County Human Resources functions.
- Use a computer and appropriate software for word processing, record keeping, and administrative functions.
- Analyze and evaluate a variety of information, researching and gathering appropriate data to resolve problems.
- Prepare a variety of reports.
- Effectively present ideas and recommendations orally and in writing.
- Deal tactfully and courteously with County staff, outside agencies, and the general public.
- Establish and maintain cooperative working relationships.

### **TRAINING AND EXPERIENCE**

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

Possession of a bachelor's degree in public or business administration or a related field.

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

### **SPECIAL REQUIREMENTS**

Must possess a valid driver's license at the time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.