

COUNTY OF SOLANO

HUMAN RESOURCES ANALYST

DEFINITION

Performs professional level personnel work in recruitment, selection, position classification, employee relations, training, employee benefits, workers' compensation, risk management and/or affirmative action; conducts analytical studies relative to personnel and human resources issues; provides staff support to the County's management team.

CLASS CHARACTERISTICS

This is the professional, journey level classification in the Human Resources Analyst series. This class is characterized by the responsibility for working independently in providing personnel services to an assigned set of departments and performing the tasks necessary to fulfill human resource needs. Incumbents may coordinate an assigned function(s) and work as generalists or in specialist teams. Incumbents provide staff support to the Civil Service Commission, the Board and the County's management team on a broad range of personnel and human resources issues. Incumbents initially work under general supervision, progressing to direction as the incumbent becomes able to independently perform the full range and complex analytical tasks and work. This class is distinguished from the Senior Human Resources Analyst by the latter's responsibility for performing lead work and/or more complex tasks associated with personnel work, with only occasional instruction or assistance. It is distinguished from the Human Resources Analyst (Entry) in that the latter performs without the independence or full responsibility expected of positions at the journey level.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director and Assistant Director of Human Resources. May receive technical and functional guidance from the Senior and Principle Human Resources Analysts as appropriate.

Exercises supervision over technical and clerical level staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Develops and implements recruitment and selection plans to fill anticipated and actual position vacancies; analyzes job content; analyzes and determines the need to fill vacancies, using promotional/open examinations; determines the recruitment market, period and minimum qualifications; designs and coordinates preparation of examination announcements; brochures and advertisements; develops selection devices for distinguishing applicants based on knowledge, skills, and abilities; reviews test results to ensure appropriate discrimination and

reliability; sets pass points; reviews requests for and, as needed, orders selective certifications; provides career counseling as requested; may coordinate the recruitment calendar, cooperative testing activities and/or certification activities.

Conducts classification studies to determine appropriate allocation of positions; reviews requests to classify new positions and/or reclassify existing positions; determines the need for reclassification analysis, impact of change on other positions, and impact on classification concepts; analyzes job content, level of difficulty, and complexity of work, supervisory relationships, and other factors affecting classifications; writes class specifications; presents recommendations to departmental representatives, affected employees and the Civil Service Commission; represents the County in employee appeals.

Conducts compensation analysis studies to determine appropriateness of salaries and benefits or to provide information needed to determine annual salary adjustments; determines and compares class concepts internally and in the relevant labor market; analyzes agencies used for labor market salary comparison and recommends change/substitution as appropriate; collects, compiles and evaluates salaries and benefits provided to comparable classes in the relevant labor market; recommends changes in salaries and/or benefits and provides analysis regarding impact on related classifications; presents recommendations and survey information to the Board of Supervisors and/or employee representatives; may coordinate maintenance of the Compensation Plan.

Provides consultation to department representatives on personnel, employee relations and human resource matters; provides procedural information based on interpretation of memoranda of understanding, personnel rules, laws and regulations; assists management in handling progressive discipline actions and grievances; recommends job restructuring to prevent unnecessary classification changes, accommodate work restrictions and employment of the disabled or provide career development opportunities; provides technical expertise in selection, eliminating discriminatory and basic supervisory practices; assists department managers in addressing sick leave abuse, work performance and working conditions problems; may represent management and/or serve as fact finder in the grievance or appeals processes; mediates grievances and appeals at the informal stages.

Coordinates employee benefit and workers' compensation programs; advises employees on workers' compensation claim procedures, required documentation and disposition; serves as an intermediary between employees and the third party claims administrator in securing information, resolving problems and processing claims; researches and compile data to provide information needed to evaluate and maintain County benefit programs.

Identifies worker, supervisor, and management training needs; researches and provides information on available training sessions; recommends selection of training participants; develops and presents technical training on an individual or group basis on personnel, employee relations and human resources issues; may coordinate County-wide staff training and development activities.

Participates in the employee relations meet and confer process; analyzes employee requests and makes recommendations to the chief spokesperson; prepares management positions and language for memoranda of understanding and other official documents; participates in strategy development, strike planning and conference sessions with employee representatives; prepares side issue documents as well as procedures to implement and interpret agreements; coordinates implementation of new agreements by conducting briefing sessions; may be assigned responsibility to coordinate specific issues or segments of the employee relations process; may present staff recommendations on specific issues to the Board of Supervisors.

Assists department managers in staffing and organizational analysis, work simplification and/or other matters affecting use of human resources and working conditions; coordinates such consultative services with other CAO representatives; maintains departmental organization charts and ensures accuracy with position allocation and control systems; may be assigned to analyze legislation and litigation and/or research and make recommendations on County-wide human resources, personnel administration, employee relations and/or other administrative matters

Organizes and implements policies for compliance with the Americans with Disabilities Act (ADA); reviews and analyzes employee requests for job accommodations and determines if employees meet the qualifications under the ADA and facilitate reasonable accommodations; develop and implement risk management programs designed to reduce the frequency and severity of liability losses; review and analyze liability claims for adequate loss control and corrective action.

Manages caseload of ADA accommodation requests and coordinates these cases with workers' compensation claims, FMLA, or other leaves of absence; works closely with legal counsel and senior management to resolve issues pertaining to Title I and II of the ADA; surveys facilities, programs and services to determine public accessibility and identify potential exposure to ADA and liability claims.

Organizes insurance policies and/or certificates of insurance to ensure financial responsibility for liability is managed appropriately; manages activities of liability claims administrator to ensure effective claims processing.

Assists in supervising interns and/or incumbents of lower level classifications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Job analysis principles, practices and techniques.

Principles, laws and regulations affecting employee selection, pay equity, and employee relations and workers' compensation in the local public sector environment including the

Uniform Guidelines on Employee Selection, Pay Equity Act of 1963, Civil Rights Act of 1964 as amended, Americans with Disabilities Act, Vocation Rehabilitation Act (Section 503 and 504), Meyers, Milias, Brown Act (California Government Code 3500 et seq.), Immigration Reform and Control Act of 1986 and Fair Labor Standards Act.

Recruitment techniques and practices.

Design and use of selection devices including anchored oral exams, structured written exams, and/or performance exercises as applicable to occupations found in local government.

Principles and practices of whole job evaluation.

Principles and practices of supervision and affirmative action.

Discriminatory practices and methods of eliminating discrimination including sexual harassment.

Item analysis and other methods of determining test effectiveness and reliability.

Content validation methods and practices.

Design and use of behavioral or other job related work performance evaluation systems.

Principles, practices and methods of salary analysis, performance appraisal, training needs assessment, organizational development design and behavior modification.

Methods of job restructuring to accommodate the disabled, prevent unnecessary classification change and promote career development.

Alternative job evaluation systems.

Appeal and grievance processing practices.

Scope of bargaining and practices governing employer/employee relations within the parameters of MMBA.

Principles and practices of negotiation, mediation, administrative consultation and fact finding.

Training needs assessment and evaluation practices.

Principles of staff development and training employee relations.

Organizational structure and services provided by California Counties.

Legal and political environment affecting local government.

Automated personnel systems.

Principles and practices of risk management, ADA, safety and staffing.

Skills to:

Utilize basic office equipment.

Ability to:

Conduct and make recommendations based on job analysis and job evaluation.

Develop and implement effective recruitment plans and valid selection processes.

Set minimum qualifications and test pass points.

Write class specifications.

Develop written, oral and performance exams.

Provide career counseling; conduct staffing and organizational analysis.

Interpret and apply laws, regulations, ordinances and rules relating to workers' compensation and benefit programs.

Conduct training needs assessment.

Prepare and present clear and concise recommendations on personnel, human resource, employee relations and other administrative issues.

Conduct salary analysis and make sound compensation recommendations.

Determine the relevant labor market for salary comparison and employee recruitment purposes.

Prepare contract provisions, resolutions and ordinances.

Interpret political and administrative direction and incorporate into operational policy and procedure.

Develop policy statements and monitor implementation.

Read and interpret rules, regulations and legislation/laws.

Initiate study of human resource issues.

Provide consultation to agency managers on personnel and human resource issues.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments.

Determine the appropriate course of action in stressful situations.

Comply with laws, regulations and professional practices governing personnel program services and operations.

Plan, organize and coordinate safety and risk management activities.

Develop, implement and evaluate safety and risk management policies and procedures.

Interpret and apply liability, safety, workers' compensation laws and regulations.

Experience and Education/Training

Experience:

Two (2) years of professional level experience in personnel work including recruitment, selection, classification, labor relations or risk management.

Education/Training:

A Bachelors Degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Human Resources or a related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

The class of Human Resources Analyst is flexibly staffed to Senior Human Resources Analyst without further examination upon approval and discretion of the Director of Human Resources.

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Donald W. Turko
Director of Human Resources

Revised Date: September 2000

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