

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**HUMAN RESOURCES ANALYST (PRINCIPAL)**

Effective Date of Revision: 04/22/2014

**CLASS SUMMARY:**

Under general direction, plans, organizes, coordinates, and supervises the operations of a unit within the Department of Human Resources. Incumbents supervise subordinate professional staff and act as in-house consultants in all areas of human resources to County Management and departmental staff. Incumbents are considered to be an expert in their field and require very little supervision other than for policy direction.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Human Resources Analyst (Senior)** class which is the advanced journey and/or lead level class in the Human Resources Analyst series.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by the Director and/or Assistant Director of Human Resources.
- Employees in this class supervise employees in the classes of Human Resource Analyst (Senior), Human Resource Analyst, and/or technical and clerical level staff.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Serves as a consultant to departments to identify and solve complex, technical and sensitive problems related to human resources issues.
- Is responsible for managing, planning and directing all County recruitment, examination, and employee selection by:
  - reviewing automated recruitment and selection software;
  - supervising the review of and making recommendations on advance step appointment and other exceptions;
  - overseeing the certification of eligible lists;
  - reviewing and approving requests for transfer, reinstatement, recall, or placement on comparable lists;
  - conducting annual audits of personnel policies and procedures related to recruitment, examination and selection;
  - representing the department at the Civil Service Commission, County or staff task force, committees or in the community;
- Directs, plans, and coordinates activities to ensure compliance with state/federal Equal Employment Opportunity (EEO) laws and County Policy(s). Responsible for investigating and resolving harassment, EEO, and discrimination complaints, to include County, EEOC, and Department of Fair and Equal Housing Authority complaints. Coordinates and oversees

County's EEO Committee and action program. Directs, coordinates, and administers County's efforts to ensure compliance with Americans with Disabilities Act (ADA).

- Is responsible for managing, planning and directing all issues in the area of labor and employee relations by:
  - giving disciplinary advice for all County departments;
  - working with departments and County Counsel to coordinate responses to grievances and disciplinary matters;
  - developing and conducting Countywide training related to employee relations issues;
  - serving as the liaison between the County and the represented groups on disciplinary issues and grievances;
  - coordinating negotiations and other labor relation issues with the bargaining groups; and
  - coordinating the Department of Human Resources case management team.
- Performs supervisory duties such as:
  - assigning work and planning and scheduling staff's work activities and deadlines;
  - establishing standards for acceptable work products and evaluating performance;
  - reviewing work and recognizing employees' work efforts and accomplishments;
  - proposing disciplinary actions;
  - interviewing applicants and making [OR recommending] selections;
  - providing career development mentoring and recommending training and career development opportunities;
  - ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
  - providing instruction and/or guidance to employees in handling difficult or complex work problems;
  - reviewing and approving timesheets and requests for leave; and
  - communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Performs other duties of a similar nature or level as assigned.

**EDUCATION AND EXPERIENCE:**

- **Education:** Bachelor's degree or higher from an accredited college or university with a major preferably in Public Administration, Human Resources, Employment Law or a closely related field;

**AND**

- **Experience:** Three years of professional personnel experience which included assignments in major program areas. One year of the personnel experience must have been related to public agencies.

**LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants are required to possess a valid California Driver's License, Class C or provide suitable transportation which is approved by the appointing authority.
- **Note:** All licenses, certificates and registrations must be kept current while employed in this class.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Laws and regulations affecting public sector employment.
- Principles and practices of public personnel administration.
- Recruiting, examination, employee selection, automated recruitment and selection software, employee relations, negotiations, grievances, discipline, leave of absences, training, employee benefits, and classification.
- Techniques of administrative analysis, office management and the application of data processing to personnel programs.
- Statistics and their use in personnel processes.
- Negotiations.
- Management of bargaining units' Memorandum of Understandings (MOUs).
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

### **Skill and/or Ability to:**

- Supervise, evaluate, train, and develop staff and organize their work.
- Plan, organize, schedule, and evaluate personnel programs
- Understand, interpret, explain and apply laws, rules, regulations, memorandum of understandings, policies and procedures.
- Negotiate mutually satisfactory solutions to problems.
- Define problems, collect, interpret, and evaluate data and develop solutions to problems.
- Establish a cooperative and credible working relationship with others.
- Establish a good customer service relationship with departments.
- Prepare clear and concise written reports and make effective oral presentations.
- Plan, organize and/or prepare research and statistical studies.
- Operate a computer to store, retrieve, analyze and transfer data.
- Develop and manage complex budgets.

- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and non-County organizations, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

#### **PHYSICAL REQUIREMENTS :**

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

#### **WORKING CONDITIONS:**

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working after regular duty hours during the week and/or on weekends, and thus may working alone for extended periods of time.

**OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to conduct training and/or perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

**CLASS HISTORY AND CLASS INFORMATION:**



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**Director of Human Resources**

- Date Approved by the Director of Human Resources:
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors:
- Date(s) Revised: 4.22.14
- Date(s) Retitled and Previous Titles of the Class: 4.22.14
- Class Code: 197030