

## COUNTY OF SOLANO

### HUMAN RESOURCES ANALYST (ENTRY)

#### **DEFINITION**

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

#### **CLASS CHARACTERISTICS**

This is the entry level in the Human Resources Analyst series and is characterized by the responsibility to work under training and orientation conditions in providing personnel services to an assigned set of departments and performing the tasks necessary to fulfill human resource needs. Incumbents learn County practices and to apply professional knowledge and operating procedures. Incumbents may be assigned to coordinate an assigned function (e.g., cooperative testing, training programs, automation) and work as generalists or in specialist teams. Although much of the time is spent providing direct and consultative services, 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. It is distinguished from the Human Resources Analyst by the latter's responsibility for performing journey level personnel work.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director, Assistant Director of Human Resources, or Human Resources Manager. 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:*

Learns to develop and implement 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 to segregate applicants based on knowledge, skills and abilities; reviews test results to ensure appropriate discrimination and reliability; sets passing points; reviews requests for and, as needed, orders selective certifications; learns to coordinate the recruitment calendar, cooperative testing activities and /or certification activities.

Learns to conduct 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 classification; writes class specifications; presents recommendations to departmental representatives, affected employees and the Civil Service Commission.

Learns to conduct 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; 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.

Learns to provide 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; 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.

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

Learns to identify worker, supervisor and management training needs; researches and provides information on available training sessions; recommends selection of training participants; may coordinate County-wide staff training and development activities.

Participates in the employee relations meet and confer process; analyzes employee requests and make recommendations to the chief spokesperson; 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 resource, personnel administration, employee relations and/or other administrative matters; may assist in supervising interns and/or incumbents of lower level classifications.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Job analysis principles, practices and techniques.

Recruitment techniques and practices.

Basic principles and practices of supervision and affirmative action.

Working knowledge of item analysis and other methods of determining test effectiveness and reliability.

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

Alternative job evaluation systems.

Appeal and grievance processing practices.

Training needs assessment and evaluation practices.

Principles of staff development and training employee relations.

Legal and political environment affecting local government.

### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

### **Ability to:**

Learn and apply professional principles and methods.

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

Develop and implement effective recruitment plans and valid selection processes.

Write class specifications.

Develop written, oral and performance exams.

Conduct staffing and organizational analysis.

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

benefit programs.

Conduct training needs assessment and career counseling.

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.

Read and interpret rules, regulations and legislation/laws.

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

Understand program objectives in relation to departmental goals and procedures.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; demonstrate tact and diplomacy.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

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

Secure cooperation and teamwork among professional and support staff.

Research regulations, procedures and/or technical reference materials; prepare narrative and statistical reports.

Maintain confidentiality of information.

Establish and maintain cooperative working relationships.

### **EXPERIENCE AND EDUCATION/TRAINING**

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

#### **Experience:**

One year of experience in hiring and selection, classification, employee relations (e.g., discipline, performance management), labor relations, benefits administration, or training.

#### **Education/Training:**

A Bachelors Degree from an accredited college or university, preferably in Business Administration, human resources management or public administration is desirable.

**SPECIAL REQUIREMENTS**

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

**SUPPLEMENTAL INFORMATION**

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

Independent travel is required.

**ADA COMPLIANCE**

**Physical Ability: 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:** Requires the ability to recognize and identify colors, shapes, sounds, forms, tastes or textures associated with job-related objects, materials and tasks.

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



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Director of Human Resources

**Established Date:** May 2000

**Revised Date:** February 2003, April 2022

**Revised Date:** May 2003

**BOS Date:** June 30, 2003

**BOS Date:** June 28, 2005