

SENIOR HUMAN RESOURCES ANALYST

FUNCTION OF THE JOB

Under direction, to perform advanced professional work involving the development, implementation, and administration of comprehensive employment, recruitment, staffing, compensation, classification, employee learning and development, organizational development, workforce planning initiatives and other human resources programs and/or services; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as program administrator of the applicant tracking system, on-boarding process, diversity and inclusion, leave management, unemployment compensation, classification, compensation, pre-employment contracts, performance evaluation system management, alcohol and other drug policy, commercial driver license management, employee learning and development, and tuition assistance program.
2. Provides day-to-day management support on all human resources related issues for assigned departments, including recruitment and selection, classification and compensation, employee relations, employee leave coordination, fitness for duty, and ADA accommodations.
3. Researches, develops, coordinates, and conducts training for employees and organizational development opportunities for employees, supervisors, managers, and department heads; negotiates, and coordinates contracted services to provide training for employees and organizational development programs.
4. Administers the applicant tracking system by monitoring contracts, analyzing updates to the system and monitoring potential impacts, updates/prepares user guides, and communicates changes to end users.
5. Coordinates the development of post offer processes and contracts for services such as medical examinations, drug screening, background checks, temporary help services, and advertising.
6. Coordinates the administration of Countywide classification system; ensures internal and external equity of the systems; ensures consistency with legal and County requirements and guidelines; and evaluates, recommends, and implements program changes.
7. Coordinates the Countywide performance evaluation system including evaluating usage by departments, recommendations for modifications, and development of training for employees and management staff.
8. Facilitates the review of requests for new positions; analyzes staffing alternatives; and makes appropriate recommendations to requesting departments.
9. Coordinates the County's Diversity and Inclusion Program and commitments, advises management in developing and initiating recruitment and retention approaches, and coordinates related training.
10. Conducts formal and informal needs assessments, assists in determining appropriate training needed to improve Countywide initiatives and departments' operations.
11. Plans, develops, coordinates, and evaluates management development programs, such as leadership mentoring, Effective Supervision, Supervisory Leadership, and service excellence certificate programs.
12. Coordinates Countywide technology skills training including needs assessment, scheduling, and developing and monitoring the technology training budget.
13. Participates as a member of the Lean/Continuous Improvement program management team, including creation of training and development programs, input on program metrics and measurement and integration with strategic planning initiatives.
14. Manages County Tuition Assistance Program by reviewing and approving requests and monitoring budget allocations.
15. Provides technical expertise and assistance related to ADA, WFEA, FMLA, FLSA, USERRA, EEO, and Civil Rights Act.
16. Consults with and advises management on employment and labor relations issues related to performance improvement, employee misconduct and/or conflicts, discipline options and processes, compensation, benefits, and staffing; conducts complex investigations in collaboration with department representatives to determine and recommend resolutions in the best interest of the County.
17. Performs compensation studies, analyzes data, and makes recommendations based on market, internal equity, and other variables.
18. Represents the County at grievance hearings by advising department heads of the application and interpretation of County policies and collective bargaining agreement; recommends actions to be taken.
19. Develops and conducts recruitment and selection processes for vacancies in assigned departments.
20. Analyzes current and proposed County, State, and Federal legislation, regulations, and guidelines to determine impact on the County; recommends and implements required changes to existing policies and programs.
21. Interprets policies, procedures, collective bargaining agreements and Federal and State human resources and labor statutes, rules, and regulations; advises department heads, managers, and supervisors in their application.
22. Participates in special projects and work groups and may function as a project leader.
23. Investigates and responds to unemployment compensation claims and participates in defending the County's position at formal hearings; oversees and manages issues that arise such as fraudulent claims.
24. Reviews and approves personnel transactions, such as new hires, merit increases, salary delays, and promotion, demotion, and

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

- transfers in accordance with County policy, labor agreements, classification specifications, and salary policy.
25. Conducts training sessions regarding county policies, procedures and human resources related issues.
 26. Develops, implements, and administers human resources policies and procedures; and assists in training employees and management staff.
 27. Participates as member of the collective bargaining team; conducts background data research.
 28. Establishes and maintains effective working relationships with employees, departments, union representatives, County Executive, County Board, attorneys, other governmental agencies, and the public.
 29. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices used human resources administration, labor relations, human resources information systems, applicant tracking systems, and learning management systems.
2. Comprehensive knowledge of the modern principles and practices used in the development and presentation of employee training and organizational development programs.
3. Comprehensive knowledge of adult learning theory and of curriculum development.
4. Comprehensive knowledge of principles of recruitment and selection including interviewing, test development, validity, and job-relatedness; onboarding; employee engagement and retention.
5. Comprehensive knowledge of the various duties, responsibilities, requirements, and qualifications of various levels of job classification.
6. Comprehensive knowledge of organizational classification and compensation systems, theories, and practices.
7. Considerable knowledge of research methods, practices, and sources of information.
8. Considerable knowledge of federal and state laws and regulations.
9. Considerable knowledge of the concepts, principles, and practices associated with Lean, Continuous Improvement, and strategic planning.
10. Considerable knowledge of e-learning resources, systems, tools, and software.
11. Considerable knowledge of technology, social media, presentation, spreadsheets, and word processing programs.
12. Ability to research and analyze information; evaluate alternatives and solutions; make appropriate recommendations.
13. Ability to plan, organize, and effectively carry out a variety of assignments.
14. Ability to interview, evaluate, and make recommendations for selection.
15. Ability to coordinate, develop, and implement policies, procedures, and recommendations.
16. Ability to conduct thorough investigations and take appropriate action based on the circumstances of the situation.
17. Ability to participate in and/or lead work groups.
18. Ability to establish and maintain effective working relationships with employees, departments, union representatives, County Executive, County Board, attorneys, other governmental agencies, and the public.
19. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
20. Ability to conduct comprehensive training needs assessment and program evaluations.
21. Ability to research, develop, and present training programs and materials and other learning activities.
22. Ability to prepare clear, concise, and creative written materials for communication and training purposes.
23. Ability to communicate effectively both verbally and in writing, and to make presentations to groups.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in human resources management, labor or industrial relations, business or public administration, social sciences, or a closely related field.
2. Two (2) years of professional work experience in human resources administration including employment, wage and salary administration, labor relations, training, employee learning and development, organizational development, or a closely related field, preferably in the public sector.
3. Master's degree from a recognized college or university in an area listed above may be substituted for one (1) year of the work experience requirement.