

HUMAN RESOURCES ANALYST

FUNCTION OF THE JOB

Under supervision, to perform professional work in the implementation and administration of a comprehensive human resources system; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Develops and conducts recruitment and selection processes for vacancies in assigned departments.
2. Provides day-to-day management support on all human resource related issues for assigned departments, including recruitment and selection, classification and compensation, employee relations, leave management, compensation, and employee performance.
3. Interviews and screens applicants for positions, interprets training and experience requirements, and refers eligible applicants to various departments.
4. Participates on selection panels as requested by department, managers, and provide input on employee selections.
5. Manages the day-to-day processing and approvals of employee requests for federal and state family medical leave in accordance with statutes and regulations.
6. Conducts classification studies to ensure that proper classifications are assigned to County positions.
7. Develops and prepares detailed, job-related classification specifications for new and existing positions.
8. Assists with organizational studies of divisions or specific work units within a department.
9. Assists in the development or selection of employment tests, and administers appropriate written, oral, and performance tests.
10. Advises department heads, managers, supervisors, and employees on the application of labor agreements, human resources policies and procedures, and changing employment and labor laws and regulations, to ensure the uniform application of policies throughout the County.
11. Assists supervisors in resolving certain employment and labor relation issues such as compensation, benefits, staffing, performance management, employee problems, and discipline practices and procedures.
12. Participates in the investigation of workplace rule violations, including the interview of employees and providing suggestions for performance improvement and discipline.
13. Assists in the review, development, implementation, and administration of Human Resources policies and procedures; and assists in training staff.
14. Investigates and responds to initial request for information on unemployment cases and may participate in defending the County's position at formal hearings.
15. Performs compensation studies of other public agencies and the private sector.
16. Assist with the research and development of grievance background materials.
17. Maintains accurate and detailed records and prepares routine and special reports.
18. Establishes and maintains effective working relationships with employees, departments, union representatives, County Executive, County Board, attorneys, other government agencies, and the public.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the principles and practices of labor relations and human resources administration.
2. Considerable knowledge of recruitment and selection processes and systems.
3. Considerable knowledge of federal and state family and medical leave statutes and regulations.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

4. Working knowledge of human resource information systems (HRIS).
5. Working knowledge of the various duties, responsibilities, requirements, and qualifications of various levels of job classifications.
6. Working knowledge of federal and state employment and labor laws and regulations.
7. Working knowledge of classification and compensation systems, theories, and practices.
8. Working knowledge of the principles and procedures used in conducting job analysis and classification and compensation studies.
9. Working knowledge of technology, social media, spreadsheet, and word processing programs.
10. Ability to utilize word processing, database, and spreadsheet programs.
11. Ability to plan, organize, and effectively carry out a variety of assignments.
12. Ability to collect and analyze data objectively and to prepare recommendations.
13. Ability to apply policies, procedures, and collective bargaining agreements.
14. Ability to keep records and make detailed and complete reports.
15. Ability to establish and maintain effective working relationships with employees, departments, union representatives, County Executive, County Board, attorneys, other governmental agencies, and the public.
16. Ability to communicate effectively, both verbally and in writing.
17. 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.

Training and Experience

1. Graduation from a recognized college or university with a major in human resources management, labor or industrial relations, business or public administration, or a directly related field.

OR

Graduation from a recognized college or university with a major in the social sciences and course work in human resources management plus one year of experience in human resources administration.