

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	HUMAN RESOURCES ANALYST I HUMAN RESOURCES ANALYST II	CLASS CODE: 0005 0038
DEPARTMENT:	HUMAN RESOURCES	FLSA: E
REPORTS TO:	HR MANAGER	BARGAINING UNIT: UNREPRESENTED
CIVIL SERVICE STATUS:	EXEMPT – AT-WILL	DATE: 11/05 REV. 11/09

JOB SUMMARY:

Under general supervision, performs advanced journey-level professional human resources work of difficult and complex nature in the areas of recruitment and selection, examination development, classification/salary administration, training and employee development, employee relations, labor relations, medical leave, Worker's Compensation, ADA and/or related fields; gathers, and analyzes data and information; drafts reports and makes recommendations; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Human Resource Analysts are distinguished from Human Resource Technicians by the professional and critical nature of analysis performed requiring consideration of unique problems resulting in the application of professional knowledge or expertise for proper solution or determination. In contrast to Technicians, Analyst work often results in findings or in changes to processes or procedures, which are not routinely subject to oversight and review. Incumbents may be assigned to a specific area such as Class and Comp, Testing and Recruitment or Worker's Compensation, or may be assigned generalist duties in any number of areas.

Human Resources Analyst I performs human resources activities such as classification and compensation, recruitment and selection, workers compensation, FMLA/CFRA and ADA/FEHA administration, etc. that are more limited in scope and complexity and subject to closer supervision and review than work performed by a Human Resources Analyst II. Duties are designed to impart knowledge. Incumbents are expected to gradually take on duties and to gradually perform at the level of Human Resource Analyst II

Human Resources Analyst II is the journey level class independently performing professional level, human resources work related to classification and compensation, recruitment and selection, workers compensation, FMLA/CFRA and ADA/FEHA administration, and the formulation and development of human resources rules, policies and procedures. This class is distinguished from the Senior Human Resources Analyst by the referral of the more complex or difficult issues, which are outside normal or usual and the assignment to lead projects or programs by the latter.

SUPERVISION EXERCISED:

Incumbents classified as Human Resources Analyst I and II do not exercise supervision over staff.

ESSENTIAL JOB FUNCTIONS: (Not all duties are performed by all incumbents.)

General Duties *(in all assignments)*:

- Serve as resource specialist, technical advisor/consultant, and mentor in one or more personnel/human resources functions.
- Assist in recommending and implementing countywide personnel policies, procedures and practices; review proposed legislation, administrative regulations, and personnel trends; determine impact on County's human resources services; recommend appropriate actions; and design procedures and forms for implementation,
- Conduct or participate in investigations of on a variety of issues such as sexual harassment, discrimination, discipline, etc. and make recommendations. Advise department heads and administration regarding findings and recommendations resulting from investigations.
- Make recommendations and establish practices and procedures related to classification, recruitment, selection, and compensation. Assist in the development and implementation of human resources recruitment strategies and procedures.
- Perform a wide variety of highly responsible professional generalist duties in the areas of recruitment, selection, classification, compensation, labor relations, employee development and training, discipline, grievances and/or other personnel/human resources functions;
- Conduct and participate in classification studies of a wide variety of positions and recommends classification and/or salary adjustments. Develop and revise class descriptions and prepares recommendations for the establishment of new classifications. Conduct desk audits and determines position allocation to appropriate class.

- Confer with subject-matter experts in the development and evaluation of tests. Conduct job analyses to determine the knowledge, skills, and abilities that should be measured. Devise and develop methods of testing, and prepare test standards. Plan, outline and prepare examination content and procedures. Recommend relative weight of test components and analyze their effect. Review examination results and make recommendations. Plan and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods. Review examination appeals and make recommendations.
- Conduct salary analysis by devising and preparing salary studies. Determine appropriate comparisons. Evaluate comparability of duties, level of responsibilities, and conditions of work performed for public and private employers. Conduct classification analysis to determine appropriate salary. Recommend wages or salaries for classes and groups of classes.
- Determine training needs by conducting surveys or by meeting with administrative staff and employees. Plan and establish courses and course content. Design training and conduct training related to human resource issues and supervisory/administrative skills. May conduct training.
- Advise administrators, supervisors and others regarding proper supervisory techniques and strategies for improving employee performance.
- Review discipline recommendations and determine if documentation is sufficient to support the recommendation. Conduct administrative reviews of discipline by meeting with employees and union representatives. May represent the County during hearings.
- Advise administrators regarding contract interpretation and reviews grievances. Conduct grievance meetings and meet with unions. May act as the County's representative during meet and confer issues.
- Facilitate Worker's Compensation, ADA/FEHA, FMLA/CFRA and other leave activities. Serve as the subject matter expert regarding County's administrative leave policies and procedures within the organization and at the bargaining table regarding related laws, guidelines, and regulations; interpret policies and procedures, answer questions, and provide guidance with respect to the administrative leave policies.
- Understand, interpret explain and apply state, and federal laws, rules and regulations policies, procedures and processes, Civil Service rules and regulations, Memorandums of Understanding pertaining to human resources, employee relations, labor, sexual harassment, discrimination, workers compensation, leave and disability, ADA/FEHA,
- Counsel employees, managers and supervisors on leaves, FMLA/CFRA, Worker's Compensation, Return to Work Program and related areas; coordinate and participate in special projects or programs as assigned; convene and facilitate interactive interviews; interact with third party administrator.
- Review incident/accident reports, medical reports, correspondence and other materials regarding workers' compensation claims; interview injured county employees to determine eligibility for the return to work program; explain the provisions of the return to work program; counsel employees regarding their rights under workers' compensation and the return to work program; develop policies and procedures for the return to work program. Work with contracted service providers and outside agencies to ensure effective and timely claims management. Work with departments to arrange for modified or alternate work assignments and/or to effect reasonable job accommodation for qualified injured workers. Monitor training and job performance of employees in the return to work program and provide guidance to departments when problems occur.
- Conduct comprehensive and/or highly sensitive and political personnel/human resources assignments or difficult projects, and prepares reports of findings and recommends solutions.
- Make presentations before boards, cabinets, commissions, hearing officers, departmental management, employee groups, and others on personnel/human resources matters.
- Write reports recommending Civil Service rules and rule amendments and interprets rules and policies. May develop agenda items for the Civil Service Commission.
- Prepare reports, correspondence and Board of Supervisors agenda items.
- Perform related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computers

MINIMUM QUALIFICATIONS REQUIRED:

Human Resources Analyst I: Equivalent to graduation from a four year college or university with major course work in business or public administration, psychology, industrial relations, or a related field. Highly responsible, technical experience in a related personnel function (preferably in a public agency), which has provided the knowledge and skills outlined above may be substituted for the up to two years of the education on a year for year basis.

Human Resources Analyst II: In addition to the above, two years of professional level experience in a centralized personnel system at a level equivalent to the County's class of Human Resources Analyst I, including at least one year involving one or more of the following (depending upon assignment): job analysis, examination development, labor relations, training development, ADA/FEHA Accommodations, Worker's Compensation, or medical leave administration in a public agency. Additional qualifying experience may be substituted for up to two years of the required education on a year for year basis. A master's or doctoral degree in industrial or organizational psychology or a human resources administration specialty may be substituted for one year of the required experience.

Licenses and Certifications:

Valid California Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

General Knowledge *in all assignments:*

- Principles, policies, and practices of public and private human resources administration.
- Legal requirements related to public human resources administration.
- State and Federal Rules, Regulations and Guidelines, M.O.U. and County policy relating to human resources administration, Cal-OSHA and Family Medical Leave Act, Americans with Disabilities Act, Civil Rights Act of 1964 as amended, HIPAA, EEOC and DFEH policies, rules and procedures, State of California Labor Code and Workers' Compensation Law.
- External governmental bodies and agencies related to area of assignment.
- Modern methods used in the development and administration of position classification and compensation plans, job analysis and human resources assessment techniques.
- Test strategies and statistics used in test and item analysis and validation.
- Merit principles of public human resources administration based upon selection and retention of the best qualified.
- Recruitment strategies and sources.
- Discipline and grievance processes.
- The jurisdiction, function and procedure of the Workers' Compensation Appeals Board.
- Medical and Insurance Terminology used in the legal field regarding industrial cases.
- Principles and techniques of conducting a comprehensive return to work program of industrially injured employees.
- The principles and practices of public administration applicable to a local public agency.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Budgetary principles and practices.
- All computer applications and hardware related to performance of the essential functions of the job.
- General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Skill in:

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving administrative situations and problems.
- Interpreting applicable legislation and litigation.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Evaluating program effectiveness and making recommendations.
- Interviewing individuals effectively and making sound evaluations.
- Organizing working time and procedures under the pressures of multiple projects and deadlines.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information, operating complex computer programs.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, etc.

Mental and Physical Abilities:

- Analyze technical information, evaluating alternatives and making sound, independent judgments within established guidelines.
- Exercise tact and judgment in contacts with administrators, co-workers, employees, candidates, and others.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations, instructions, routine correspondence and memos and explain to a variety of individuals and groups.
- Prepare clear, concise and effective written reports, procedure manuals, correspondence and other materials.
- Read, write and perform basic arithmetic calculations, apply concepts such as fractions, percentages, ratios and proportions to practical situations. Compile, tabulate, and calculate data accurately.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Establish and maintain effective working relationships with others.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.