



October 2018
FLSA: EXEMPT
CLASS CODE: 03067

SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of human resources support staff; performs difficult and complex professional, technical, and confidential work required to administer human resources programs, including recruitment, classification, employee training and development, benefits, employee performance, leave management and payroll; assists in departmental planning activities to improve organizational productivity and customer service; performs research and analysis; provides consulting services to Superior Court departments related to all aspects of human resources programs and activities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Manager. May supervise Human Resources support staff.

CLASS CHARACTERISTICS

This is the advanced-journey level class in the human resources analyst series that administers several human resources programs and activities related to recruitment, classification, employee training and development, benefits, employee performance, leave management and payroll. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Human Resources Manager in a variety of areas. Successful performance of the work requires an extensive professional background as well as ability to coordinate departmental work with that of other departments and outside agencies. This class is distinguished from the Human Resources Manager in that the latter is responsible for the management of all human resources programs in the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and oversees the daily functions, operations, and activities of several human resources programs, including recruitment, classification, employee training and development, benefits, employee performance, leave management and payroll.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and the department; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.

- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement and recommends to the Human Resources Manager.
- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background investigative policies and procedures and oversees and conducts background investigations; ensures equal employment opportunity and affirmative action for all candidates; maintains background investigation and records management databases; tracks fingerprinting activity.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and alters existing classification specifications as appropriate; makes recommendations, and participates in the development, implementation, and administration of classification plans.
- Coordinates the Court's training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the Courts needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aids and other materials as necessary.
- Develops and participates in employee relations activities; provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, contracts application, and the administering of grievances; reviews performance evaluations for consistency and makes recommendations; works closely with management on issues that require resolution or contract clarification.
- Provides highly complex staff assistance to the Human Resources Manager; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Coordinates and integrates program services and activities with other agencies and Court departments.
- Participates in the development and implementation of procedures to ensure compliance with applicable Federal and State laws and regulations.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, and serving on various task forces and committees.
- May supervise Human Resources support staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles, practices, and techniques of human resources in a County Court setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract interpretation, administration and evaluation.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.

- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and five (5) years of progressively responsible human resources generalist experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull

materials and objects up to 25 pounds , in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.