

HUMAN RESOURCES ANALYST II

DEFINITION

Under supervision to perform a variety of complex analytical tasks related to Human Resources operations, to develop, implement and evaluate policies, regulations and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the experienced level in the Human Resource Analyst class series. Incumbents are expected to know and perform difficult and complex Human Resource analytical tasks; compile and analyze data for special reports; Incumbents are expected to increase their skill in knowledge of Human Resource Laws, State and Federal requirements.

REPORTS TO

Human Resources Director

CLASSIFICATIONS DIRECTLY SUPERVISED

Human Resource Technician I, II and III

HUMAN RESOURCES ANALYST II- 2

EXAMPLES OF DUTIES

- Assists County staff and the public by answering inquiries concerning human resource policies and procedures.
- Assists the Director in the development of policies and operational procedures.
- Analyzes and interprets existing and proposed legislation, regulations of state and federal laws and directives to determine their impact on county operations and the plan for implementation.
- Assist in classification study reviews, job audits, assist with labor relations, salary surveys, complaint investigations.
- Prime contact with operating departments, and rule/policy interpretation and training.
- Development and tracking of department budget.
- Gathers, tabulates and analyzes data and information.
- Develops recommendations and prepares reports.
- Makes oral and written presentations to various departments and committees.
- Performs a variety of staff support duties and other specialized functions as assigned.
- Acts for the Director in the absence of the regular incumbent and represents the Director before the Board of Supervisors and at various meetings and conferences.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment, continuous contact with staff and the public. Some field trips will be necessary to complete investigation in outstation county departments, staff and operations.

HUMAN RESOURCES ANALYST II- 3

KNOWLEDGE OF

- Modern office methods, practices, and procedures.
- Laws, rules and regulations affecting the County's Personnel programs.
- Research and information gathering techniques.
- County hiring procedures, including procedures used by the California Interagency Merit Systems.
- Personnel administration principles, practices, methods, and techniques.
- Establishment and Maintenance of filing and informational retrieval systems Employee benefits.
- Computers and software applications related to administrative support work.
- Human Resources functions and procedures, including recruitment, selection, classification, compensation, and equal employment opportunity.

ABILITY TO

- Perform difficult and complex human resources work involving use of considerable amount of independent judgment.
- Interpret, and apply a variety of rules, laws and policies.
- Coordinate County Human Resources functions.
- Use a computer and appropriate software for word processing, record keeping, and administrative functions.
- Analyze and evaluate a variety of information, researching and gathering appropriate data to resolve problems.
- Prepare a variety of reports.
- Effectively present ideas and recommendations orally and in writing.
- Deal tactfully and courteously with County staff, outside agencies, and the general public.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

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

Possession of a bachelor's degree in public or business administration or a related field.

Four (4) years of experience comparable to a Human Resource Analyst I with Plumas County.

Job related experience may be substituted for educational requirements on a year-to-year basis. Job related experience would be defined as experience performing duties set forth in the "Examples of Duties" in this job description.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at the time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.