



CONFIRE

Human Resources Analyst-I

SALARY RANGE

(\$74,318.40-\$106,650.40 Annually)

Definition

Positions in this series assist in managing a major component of the County's Human Resources Program, and perform related duties as required.

Distinguishing Characteristics

Positions perform a variety of journey level work related to Classification, Employment, equal employment opportunity or other human resources programs as assigned.

Examples of Duties

Depending on area of assignment, duties may include, but are not limited to, the following:

1. Conducts job analyses for classification studies or recruitment purposes. Identifies critical tasks and responsibilities; determines the minimum requirements necessary to perform the job, including physical requirements; determines similarity with other internal or external positions. Conducts compensation surveys and assists in development of new compensation systems.
2. Prepares a variety of written materials such as class specifications, job announcements, correspondence and reports. Develops new or revised class concepts and career ladders/lattices. Prepares job announcements and recruitment plans. Develops recruitment plans for hard-to-fill jobs or where protected group members are underutilized. Writes employment advertisements and develops other promotional materials.

3. Designs, constructs, analyzes, and evaluates written, oral and performance tests and other selection procedures for assigned departments, ensuring job relatedness and content validity.
4. Represents the department before hearing bodies, the Civil Service Commission, the Equal Employment Opportunity Commission, Employee Orientation, employee groups, and other formal bodies. Makes presentations, explaining and eliciting support for the department program/ position. Prepares necessary written documentation and exhibits.
5. Confers with managers on issues and resolves problems. Answers a variety of questions regarding the human resources process. Communicates state, federal and county legislation, rules, regulations and policies. Maintains liaison with other Human Resources Department staff and provides assistance.
6. Evaluates applicants' qualifications to determine eligibility for participation in the selection process. Explains procedures and minimum requirements and seeks to resolve complaints. Provides career counseling as necessary.
7. Coordinates and organizes special events and projects. May administer a department program as assigned. Directs staff, assigning and reviewing work. Designs and publishes newsletters. May provide staff support to a commission/committee or a unit bargaining team.
8. Receives complaints. Conducts in-depth interviews and investigations, gathering and evaluating information. Prepares reports, determines facts, and makes recommendations as required. Advises affected parties of possible solutions. May testify in court or before other official bodies.
9. Develops training programs and prepares training materials. Conducts training courses in areas of expertise.
10. Develops and maintains contacts with a wide variety of community action groups and human relations representatives to become aware of community feelings and activity and to establish positive relationships.
11. Reviews Memoranda of Understanding, legislation, court decisions and County policies and procedures to ensure current interpretation and application.
12. Assists in the development of the department's Equal Employment Opportunity Plan. Compiles and analyzes statistical data to measure underutilization or test validity. Reviews and assists in the revision of all county equal employment opportunity plans and programs. Assists departments to establish affirmative goals to reach workforce diversity.
13. Performs vacation and temporary relief as required.

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Representation Unit

Exempt

Salary Range

60D

Supplemental Information

Travel throughout the County is required. A valid California Class C driver license and proof of automobile liability insurance is required at the time of hire for the person providing the transportation.