HUMAN RESOURCES ANALYST

Job Code: TBD
Salary Range: 55C– Benefit Group C
Classification: Exempt (proposed)
Updated: November 9, 2026

JOB DESCRIPTION

Under general direction of the Human Resources Manager or designated administrator, the Human Resources Analyst performs advanced professional, technical, and analytical human resources work; leads assigned programs and complex projects; provides technical supervision and work direction to human resources support staff or small teams; and advises management on personnel administration, classification and compensation, recruitment, employee relations, and compliance matters.

The position has primary operational responsibility for assigned position-control, job, pay, and personnel-action processes, including oversight of transactions and records maintained through the County's Employee Management and Compensation System (EMACS) or successor systems. The incumbent independently researches and resolves complex personnel issues, develops recommendations, and coordinates with County human resources, payroll, finance, and departmental representatives. Final authority for organization-wide policy, significant personnel decisions, and matters reserved to management remains with the Human Resources Manager or other authorized official.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its responsibility to perform advanced professional human resources functions, provide technical supervision and lead assigned staff, and assist in the administration and oversight of CONFIRE's human resources programs and operations.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

1. ADVANCED HUMAN RESOURCES ADMINISTRATION

- Lead and perform complex professional human resources assignments; interpret applicable laws, policies, personnel rules, agreements, salary schedules, and administrative procedures; provide recommendations to management.

- Provide technical direction, quality review, training, and work coordination for HR Generalists, technicians, or other assigned staff; lead small teams and special projects; participate in performance feedback and supervisory processes when delegated.

• Advise department managers on position changes, appointments, promotions, transfers, separations, employee status, and other personnel administration matters; identify risks and escalate matters requiring management approval.

2. POSITION CONTROL, CLASSIFICATION & COMPENSATION

• Oversee job, pay, and position-management processes in EMACS or successor systems, including position establishment, changes to position attributes, funding and organizational assignments, salary placements, and personnel action workflows.

• Review and coordinate personnel transactions for accuracy, completeness, approvals, effective dates, position authorization, classification, pay rules, and consistency with approved budgets and salary schedules.

• Maintain and reconcile authorized positions, vacancies, incumbency, classification records, and personnel data with Finance, payroll, County partners, and departmental management; research and resolve discrepancies.

• Conduct classification and compensation studies; review job descriptions, allocation requests, salary comparisons, reclassification proposals, and organizational changes; prepare findings and recommendations for approval.

• Develop controls, reports, procedures, and audit trails to support reliable personnel data and prevent unauthorized or inconsistent job and pay actions.

3. RECRUITMENT, EMPLOYEE RELATIONS & COMPLIANCE

• Coordinate complex recruitments, selection processes, hiring approvals, onboarding, probation tracking, and personnel status changes; advise hiring managers on consistent and defensible practices.

• Analyze sensitive employee relations issues, grievances, performance concerns, and complaints; gather facts, prepare management recommendations, and coordinate investigations or corrective processes as assigned.

• Provide advanced guidance on leaves, accommodations, benefits coordination, labor relations administration, and applicable employment requirements; refer legal, labor-negotiation, or final adjudicative decisions to authorized officials.

• Monitor compliance with personnel policies, record retention, confidentiality requirements, and applicable federal and California employment laws.

4. ANALYSIS, REPORTING & PROGRAM IMPROVEMENT

• Prepare complex studies, staff reports, salary and staffing analyses, management briefings, proposed policy revisions, and recommendations concerning workforce and personnel administration.

• Analyze staffing trends, vacancy rates, classification structures, compensation impacts, personnel transaction timeliness, and data integrity; develop dashboards and corrective process improvements.

• Coordinate with County departments, external partners, and CONFIRE Finance, payroll, and management on system changes, personnel records, budgeted positions, and HR projects.

• Assist with development and implementation of HR policies, operating procedures, training, and internal controls; represent Human Resources at assigned meetings and workgroups.

• Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education

Bachelor's degree from an accredited college or university in Human Resources Management, Public Administration, Business Administration, Organizational Development, or a closely related field. An equivalent combination of education and qualifying experience may be considered in accordance with CONFIRE policy.

Experience

Four (4) years of progressively responsible professional human resources experience involving complex personnel administration, classification and compensation, recruitment, employee relations, or position management. Experience must include substantial independent analytical responsibility; lead-worker, technical supervisory, or project leadership experience is desirable.

KNOWLEDGE, SKILLS & ABILITIES

• Advanced principles and practices of public-sector human resources, classification and compensation, position control, recruitment, employee relations, and personnel records administration.

• Applicable employment laws, personnel rules, salary schedules, collective bargaining provisions where relevant, and confidentiality standards.

- Ability to interpret complex requirements, audit job and pay actions, analyze organizational and compensation data, and develop sound, well-documented recommendations.
- Ability to lead small teams, provide technical supervision, train and review staff work, resolve difficult issues diplomatically, and communicate effectively with employees and executive management.
- Proficiency with enterprise HR information systems, spreadsheets, reporting tools, and confidential personnel data management.

CONDITIONS OF EMPLOYMENT

Work is generally performed in an office environment, with occasional travel to CONFIRE and partner agency locations and attendance at meetings outside regular business hours as required. The incumbent must maintain the confidentiality of sensitive employee information. A valid California driver license and proof of required automobile liability insurance may be required when driving is an essential assigned duty.