

COUNTY OF SOLANO
CLASS SPECIFICATION
HUMAN RESOURCES ANALYST (SENIOR)

CLASS SUMMARY:

Under general supervision, performs complex, professional level personnel work in recruitment, selection, position classification, employee relations, training, employee benefits, workers' compensation, and/or risk management; conducts analytical studies relative to personnel services and human resources issues; provides staff support to the County's management team.

This is the advanced journey or lead level class in the Human Resources Analyst series. The Human Resources Analyst (Senior) performs the more complex or difficult work assigned to the series and may lead the work of others. Incumbents are expected to work independently in providing personnel and human resource services to County departments and in performing the tasks necessary to fulfill human resource needs. Incumbents may coordinate an assigned function (e.g., testing, training programs, automation) and work as generalists or in specialist teams. Incumbents provide staff support to the Civil Service Commission, the Board of Supervisors and the County's management team on a broad range of personnel services and human resources issues.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Human Resources Analyst (Principal)** class which is responsible for supervision, mentoring and developing staff in addition to specializing in one or more Human Resources areas.
- **Human Resources Analyst** class which is the journey level class in the Human Resources Analyst series.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Director, Assistant Director of Human Resources, Human Resources Manager and/or Human Resources Analyst (Principal).

No supervision is exercised over others but may provide technical and functional guidance for lower level classes in the Human Resources Analyst class series, and/or technical and clerical level staff.

ESSENTIAL DUTIES:

This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Develops and implements recruitment and selection plans to fill anticipated and actual position vacancies; analyzes job content; analyzes and determines the need to fill vacancies using promotional/open examinations; determines the recruitment period; designs and coordinates preparation of examination announcements, brochures and advertisements; develops selection devices distinguishing applicants based on knowledge skills and abilities; reviews test results to ensure appropriate effectiveness and reliability; sets pass points; reviews requests for and, as needed, orders selective certifications; provides career counseling as requested; may coordinate the recruitment calendar, cooperative testing activities and/or certification activities.

Conducts classification studies to determine appropriate allocation of positions; reviews requests to classify new positions and/or reclassify existing positions; determines the need for reclassification analysis, impact of change on other positions and impact on classification concepts; analyzes job content, level of difficulty and complexity of work, supervisory relationships, and other factors affecting classifications; writes and/or reviews draft classification specifications; presents recommendations to departmental representatives, affected employees and the Civil Service Commission; represents the County in employee appeals.

Conducts compensation analysis studies to determine appropriateness of salaries and benefits or to provide information needed to determine annual salary adjustments; determines and compares classification concepts internally and in the relevant labor market; analyzes agencies used for labor market salary comparison and recommends change/substitution as appropriate; collects, compiles and evaluates salaries and benefits provided to comparable classes in the relevant labor market; recommends changes in salaries and/or benefits and provides analysis regarding impact on related classifications; presents recommendations and survey information to the Board of Supervisors and/or employee representatives; may coordinate maintenance of the Compensation Plan.

Provides consultation to department representatives on personnel, employee relations and human resource matters; provides procedural information based on interpretation of memoranda of understanding, personnel rules, laws and regulations; assists in management's handling of progressive discipline actions and grievances; recommends job restructuring to prevent unnecessary classification changes, accommodate work restrictions and employment of the disabled, or provide career development opportunities; provides technical expertise in selection; assists department managers in addressing sick leave abuse, work performance and working conditions problems; may mediate grievances and appeals at the informal stages.

Coordinates employee benefit and workers' compensation programs; advises employees on workers' compensation claim procedures, required documentation and probable disposition; serves as an intermediary between employees and the third-party claims administrator in securing information, resolving problems and processing claims; researches and compiles data to provide information needed to evaluate and maintain County benefit programs.

Identifies worker, supervisor and management training needs; researches and provides information on available training sessions; recommends selection of training participants; develops and presents technical training on an individual or group basis on personnel, employee relations and human resources issues; may coordinate countywide staff training and development activities.

Participates in negotiations and the employee relations meet and confer process; analyzes employee requests and makes recommendations to the chief spokesperson; prepares language for memoranda of understanding, other official documents, and side issue letter documents as well as procedures to implement and interpret agreements; coordinates implementation of new agreements by conducting briefing sessions; may be assigned responsibility to coordinate specific issues or segments of the employee relations process; may present staff recommendations on specific issues to the Board of Supervisors.

Assists department managers in staffing and organizational analysis, work simplification and/or other matters affecting use of human resources and working conditions; coordinates such consultative services with other County Administrative Office (CAO) representatives; maintains departmental organization charts and ensures accuracy with position allocation and control systems; may be assigned to analyze legislation and litigation and/or research and make recommendations on countywide human resource, personnel administration, employee relations and/or other administrative

matters.

Organizes and implements policies for compliance with the Americans with Disabilities Act (ADA); reviews and analyzes employee requests for job accommodations and determines if employees meet the qualifications under the ADA and facilitates reasonable accommodations; develops and implements risk management programs designed to reduce the frequency and severity of liability losses; reviews and analyzes liability claims for adequate loss control and corrective action.

Manages caseload of leave requests and coordinates these cases with workers' compensation claims, FMLA, or other leaves of absence.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

Performs lead worker duties over lower level classes in the Human Resources Analyst class series and/or technical and clerical level staff such as:

- providing on-the-job training;
- passing on instructions received from supervisor, distributing work among staff, and getting work started;
- monitoring status and quality of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
- assisting supervisor by ensuring accuracy and timeliness of timesheets and monitoring leave schedules;

Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

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

Education:

Bachelor's degree is required from an accredited college or university, with a major preferably in Business Administration, Public Administration, Human Resources, or a closely related field.

Experience:

Three (3) years of professional level experience in personnel work including recruitment, selection, classification, labor relations or risk management. One (1) year of the personnel experience must have been in a public sector agency.

Note: Additional experience may substitute on a year for year basis for the educational requirement.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Possession of or ability to obtain a valid Class C California driver's license may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Job analysis principles, practices and techniques.
- Principles, laws and regulations affecting employee selection, pay equity, and employee relations and workers' compensation in the local public sector environment.
- Recruitment techniques and practices.
- Design and use of selection devices including oral exams, structured written exams, and/or performance exercises as applicable to occupations found in local government.
- Principles and practices of whole job evaluation.
- Principles and practices of supervision.
- Discriminatory practices and methods of eliminating discrimination.
- Item analysis and other methods of determining test effectiveness and reliability.
- Test content validation methods and practices.
- Principles, practices and methods of salary analysis, performance appraisal, training needs assessment, staff development, organizational development design and behavior modification.
- Methods of job restructuring to accommodate employees with disabilities, prevent unnecessary classification change and promote career development.
- Appeal and grievance processing practices.
- Scope of bargaining and practices governing employer/employee relations within the parameters of Meyers, Milias, Brown Action (California Government Code 3500 et seq.) (MMBA).
- Organizational structure and services provided by California Counties.
- Legal and political environment affecting local government.
- Automated personnel systems.
- Principles and practices of risk management, safety, ADA and staffing.

Skill and/or Ability to:

- Conduct and make recommendations based on job analysis and job evaluation.
- Develop and implement effective recruitment plans and valid selection processes.
- Set minimum qualifications and test pass points.
- Write classification specifications.
- Develop written, oral and performance exams.
- Provide career counseling; conduct staffing and organizational analysis.
- Interpret and apply laws, regulations, ordinances and rules relating to workers' compensation and benefit programs.
- Conduct training needs assessment.

- Provide consultation to agency managers and prepare and present clear and concise recommendations on personnel, human resource, employee relations and other administrative issues.
- Conduct salary analysis and make sound compensation recommendations.
- Prepare contract provisions, resolutions and ordinances.
- Interpret political and administrative direction and incorporate into operational policy and procedure.
- Plan, organize and coordinate safety and risk management activities; develop, implement and evaluate safety and risk management policies and procedures.
- Interpret and apply liability, safety, workers' compensation laws and regulations.
- Communicate clearly, concisely, and effectively, both orally and in writing, with people of diverse backgrounds; compose correspondence independently.
- Interpret and apply laws, regulations and professional practices governing personnel program services and operations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate office equipment.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e., sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive and process detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

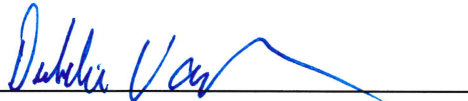
- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

- Working Alone: Employees in this class may be working after regular duty hours during the week and/or on weekends, and thus may work alone for extended periods of time.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to conduct training and/or perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:



Director of Human Resources

- Date Approved by the Director of Human Resources: January 1997
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: January 1997
- Date(s) Revised: December 1996, September 2000, February 2003, June 28, 2005, September 9, 2023
- Date(s) Retitled and Previous Titles of the Class: June 28, 2005; Personnel Analyst (Senior)
- Class Code: 195020