

HUMAN RESOURCE ANALYST

POSITION SUMMARY: Performs professional Human Resources work involved in planning, coordinating, and directing the employment functions of the Human Resources Department. This is an Advanced Working/Journey position, which works under administrative direction. Positions at this level are assigned to perform the more complex and sensitive duties in the occupational field. The employee in this position may be assigned to train other employees and/or monitor the work produced by other employees. The employee performs diverse duties of an advanced and specialized nature. Judgment must be exercised in analyzing facts or circumstances surrounding issues. Work often requires development of recommendations and independent actions consistent with policies, general directives, and broad regulations. The employee has considerable latitude in administering a complex and/or sensitive area of responsibility. Responsibilities include preparing and monitoring budgets, establishing goals, administering personnel policies, and formulating functional policies and procedures. The decisions made affect the operations of not only the work unit but also the organization. Discretion is required in the application of policies, procedures, and guidelines, and in selection of appropriate resources for use in accomplishing assigned work.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those that are **least** likely to be essential functions for any single position in this class.

- Exhibits a service orientation toward customers and maintains productive working relationships.
- Manages the Pinal Automated Career Opportunity program.
- Performs professional level responsibilities for County recruitments.
- Recommends and coordinates selection procedures with departments.
- Screens applications and develops eligibility lists based on established job specifications.
- Educates front line supervisors on interviewing skills, develops criteria matrixes, and ensures integrity of the recruitment and selection process.
- Conducts reference checks.
- Plans and organizes work assignments in a manner that achieves established objectives and meets time schedules.
- Develops recruitment strategies, procedures, selection instruments, and screening and evaluation criteria, i.e. supplemental applications, training & experience evaluation criteria, written exams, performance exams, and oral board questions and rating instruments.
- Interprets and analyzes reports on exam reliability and validity, and establishes cut-off scores.
- Determines any adverse impact, and recommends corrective action.
- Interprets HR policies and procedures;
- Works with departments to ensure county-wide equal employment opportunity law compliance including the Americans with Disabilities Act, Fair Labor Standard Act, Family Medical Leave Act, and Age Discrimination Employment Act.

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- Responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Remains current on job specific knowledge by attending training courses and professional organizational meetings, and reading job-related professional journals/publications.
- Develops curriculum and teach training classes for County employees on various issues, such as HR rules and regulations, performance management, sexual harassment, new hire orientation.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: The knowledge and abilities listed below are required to allow the employee to perform the duties listed above at the Mid-Management/Division Head level.

Knowledge of

- Human Resources policies and procedures and legal requirements related to recruitment, compensation and classification.
- Techniques, principles, and methods used in recruitment, testing, classification, and compensation.
- Statistics and statistical theories
- Microsoft Office products, in particular Word, Excel and PowerPoint
- Internet and HRIS technology
- Federal and state laws and regulations relating to public sector personnel.
- The principles and practices of public personnel administration.
- Research and statistical methods applicable to personnel management and training
- Laws and regulations related to affirmative action and equal employment opportunity.
- Supervisory management principles and practices.
- Business English and composition.

Ability To

- Supervise, plan, organize, coordinate, and participate in the activities of recruitment and selection, employee relations, EEO/Affirmative Action, and training.
- Interpret and apply regulations and policies
- Demonstrate good follow through skills.
- Enter data or information into a PC requiring continuous and repetitive arm, hand and eye movement.
- Plan, organize and coordinate activities to accomplish work assignments.
- Conduct research, analyze data and information and apply results to programs and procedures
- Comprehend, analyze and make inferences from written material and verbal and/or written instructions.
- Demonstrate strong written/verbal presentation skills.

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- Establish and maintain effective working relationships with County officials, County staff and the general public.
- Communicate effectively both orally, over the telephone, and in writing with persons of diverse ethnic, educational, and economic backgrounds, and at all levels of employment and management with outside agencies and organizations, and the general public.
- Maintain objectivity and freedom from prejudice.
- Exercise judgment and understanding in all personnel management situations.
- Prepare clear, concise reports and to make oral presentations.
- Respond with resourcefulness to new or trying situations and to adjust to frustrations and constraints.
- Identify and resolve procedural and operational problems.
- Maintain confidentiality in matters of employee performance, interpersonal relations, and medical status.

Education, Experience and Training: The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

Education: Bachelors in Human Resources Management, Public, or Business Administration, or a related field.

Experience: Four (4) years of professional Human Resources experience in the fields of employment, employee relations, including some supervisory experience. Public sector personnel experience, certification as a Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) from the Human Resources Certification Institute is preferable. Must personify leadership qualities and a commitment to excellence. Must be experienced and proficient in using a personal computer, a variety of complex computer software programs, and other equipment essential to performing daily activities.

EEO Category: Professional

FLSA STATUS: Exempt

03/23/2006

The job description does not constitute an employment agreement and is subject to change at any time by the employer.