

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, performs technical personnel work and research for the Classified Personnel Department in practical aspects of job analysis, position classification, test construction, test administration, and analysis of test data; tabulates and charts statistical analysis of examination data; this position resolves personnel-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to supervisor as needed; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Provides information to supervisors and employees regarding compliance with merit system rules, interprets and explains District rules, regulations, and policies. *E*

Confers with administrators, employees and employee organizations, and public agency representatives in meetings and by correspondence and by telephone relative to classification, compensation, rules and personnel transactions. *E*

Analyzes job descriptions and prepares changes in job descriptions for presentation to the Personnel Commission. *E*

Conducts and participates in classification studies, determines comparability of duties, responsibilities, and conditions of work performed for public and private employers; performs technical work in conducting job analysis through questionnaires, desk audits, interviews with incumbents, supervisors, and private employers; conducts salary surveys, and special studies as needed. *E*

Develops interview forms and other examination materials, reflecting the skills, knowledge, and abilities required necessary for successful job performance; analyzes tests for validity; develops, administers, and evaluates performance tests; communicates with subject matter experts regarding development and evaluation of test materials. *E*

Supervises the scheduling and administration of examinations. *E*

Composes test questions for oral/technical panel and instructs on proper implementation and legal aspects; determines qualifications required of raters and interviewers; selects and instructs raters concerning their duties. *E*

Reviews examinations and their results; makes recommendations for passing points; performs test validation studies. *E*

Reviews and analyzes federal and state laws, regulations, and guidelines concerning selection procedures and test validation. *E*

EXAMPLES OF DUTIES (cont.)

Determines appropriate language for employment opportunity bulletins, supervises their preparation for

duplication and distribution, and develops supplemental application forms for each classification being recruited. *E*

Identifies need for advertising of vacant positions and creates wording of advertisements and for their payment. *E*

Determines time line for recruitment, establishing monthly calendar for written and oral testing and posts recruitments on EdJoin accordingly. *E*

Supervises and prepares eligibility lists for certification, merging them with existing eligibility list; maintains eligibility lists and seniority lists. *E*

Contacts candidates selected for employment; explains hiring process and fingerprint information; follows up for fingerprint clearances, physical exams and other pertinent employment information; establishes start dates with hiring supervisors; provides information regarding vacation days, sick days, benefits, and other District rules and regulations. *E*

Assists with inputting employees into the HR system; monitors position control numbers; calculates salary placement and longevity adjustments when necessary; requests, tracks and verifies accuracy of requisitions received; reviews and researches payroll problems or provides payroll with information regarding Personnel Rules and Regulations. *E*

Trains and provides work direction to others as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Fundamental principles, techniques, and procedures of personnel administration;
2. EEO and FEHC requirements and other applicable federal and state guidelines;
3. Merit system rules and procedures;
4. Methods used in job analysis, test validation, and personnel selection;
5. Principles of personnel supervision and evaluation;
6. Modern office equipment, procedures, personal computer and job-related software programs;
7. Effective public relations, interpersonal skills using tact, patience, and courtesy;
8. English usage, spelling, grammar, and punctuation; and
9. General principles of supervision and training.

Ability to:

1. Communicate courteously and effectively with all socio-economic levels, understanding cultural differences and language barriers to employment;
2. Organize work efficiently and function with little supervision;
3. Organize, develop, and administer selection procedures;
4. Gather and analyze facts, conduct classification studies, salary surveys, and prepare reports;

Ability to: (cont.)

5. Operate a calculator by touch quickly and efficiently;
6. Operate standard office equipment, personal computers and a variety of software applications;
7. Communicate effectively both orally and in writing;

8. Supervise the work of others;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work; and
11. Maintain work pace appropriate to given workload.

EDUCATION

Any combination of training and experience equivalent to graduation from college with a major in personnel administration, psychology, or closely related field, including coursework in statistics, tests and measurement, industrial or educational psychology or public personnel administration.

EXPERIENCE

Progressively responsible experience in clerical and/or technical personnel work.

WORKING CONDITIONS

Environment:

Office environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of standard office equipment; sitting for extended periods of time; seeing to read and analyze salary and testing data; clarity of voice to give oral presentations; hearing and speaking to exchange information.

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7/94