



Human Resources Analyst I

Class Code:
4831

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Sep 1, 1997
Revision Date: Oct 17, 2016

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general supervision, to perform a variety of professional level work in the areas of recruitment and selection, payroll, budget, employee relations, and training; to supervise clerical staff; to assist in the administration and management of the personnel programs and to perform other related duties as assigned.

DISTINGUISHING FEATURES

Human Resources Analyst I - the first working level in which incumbents working under general supervision perform a limited variety of professional personnel assignments following established procedures and requiring past technical experience. Some positions may stay allocated to this level depending upon assignment.

Human Resources Analyst II - the journey level class of the series in which incumbents under direction perform a wide variety of professional assignments of increasing difficulty.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Plans, organizes, supervises and conducts recruitment and selection activities; plans recruitment strategy; analyzes job duties and writes job announcements; screens applications; arranges for and participates in interview panels; administers examinations; prepares and maintains eligibility lists; makes job offers and coordinates hiring process.

2. Advises managers and supervisors on disciplinary matters and personnel problems and issues;

counsels employees on work place issues; conducts harassment and discrimination investigations.

3. Assists in the development, maintenance, and administration of personnel policies, practices and procedures; interprets and explains memoranda of understanding and personnel rules and regulations to managers and employees.

4. Participates in meet and confer sessions; provides information and statistical analyses and assistance for employee negotiations; analyzes and prepares annual salary projections; prepares fiscal analysis of salary and benefit proposals.

5. Coordinates worker's compensation program; monitors cases; reviews and updates procedures; analyzes restrictions and assists in determining modified duty or new work assignments; oversees Americans with Disabilities Act cases and issues; coordinates Affirmative Action Plan activities.

6. Supervises payroll function; implements new payroll procedures; maintains data base for position control; provides information to employees and manager on benefits and leave policies.

7. Identifies and coordinates training programs and career development opportunities; assesses training needs; monitors training funds; conducts employee orientation programs.

8. Acts as member or coordinator on various Court/County committees such as safety and diversity.

9. May supervise clerical and technical staff.

10. Provides staff assistance to a variety of on-going and special projects.

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Option I

Possession of an associate's degree from an accredited college or university in public administration, human resources, business administration, or related field.

AND

The equivalent to two years of professional personnel experience in three of the following areas: classification, compensation, employee relations, recruitment and selection, benefits, or training or any combination of training and experience that provides the desired knowledge and abilities.

Or Option II

Possession of a Bachelor's degree from an accredited college or university in public administration, human resources, business administration, or related field.

AND

The equivalent of one year of professional personnel experience in three of the following areas: classification, compensation, employee relations, recruitment and selection, benefits, or training or any combination of training and experience that provides the desired knowledge and abilities.

Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of basic principles, functions and practices of public personnel administration including organization staffing, classification, compensation and selection; methods and techniques of interviewing; basic job analysis methods and techniques; statistical and research methods; supervision principles and practices.

Ability to perform job analysis, position audits and other research; interpret and explain personnel procedures to employees at all levels and personnel of other organizations; prepare written and oral presentations; maintain the confidence and cooperation of Court officials, employees and the public; interpret and apply employee labor agreements and State and Federal laws pertaining to employment; use a variety of computer office applications; collect, interpret and evaluate a variety of narrative and statistical data; coordinate special projects and programs; identify problems and central issues, select alternatives, and make recommendations; draft procedures, correspondence and narrative and statistical reports; maintain confidentiality of information; exercise discretion and independent judgment.

CLASSIFICATION HISTORY:

Date established: 9/97

Revised: 6/2/2016; 10/17/2016