



# Human Resources Analyst II

Class Code:  
4832

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 direction, 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; and conducts harassment and discrimination investigations.

3. Assists in the development, maintenance, and administration of personnel policies, practices and procedures; interprets and explains memorandum 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; and prepares fiscal analysis of salary and benefit proposals.

5. Coordinates Workers' Compensation program; monitors cases; reviews and updates procedures; analyzes restrictions and assists in determining modified duty or new work assignments; oversees the Americans with Disabilities Act cases and issues; assists with the administration of all benefits programs, including medical, dental, vision, life insurance and long-term disability; ensures accuracy of all benefit enrollments into HRIS system; serves as liaison to benefit vendors; coordinates benefit billings reconciliation with payroll; assists with all benefits related transactions; prepares annual mandated reports on benefits census, FSA discrimination testing and employee census data for our vendors and TPA; is responsible for Affordable Care Act (ACA) administration, including tracking, maintaining and monitoring compliance; assists with the Open Enrollment Process; explains employee benefits; administers leaves of absence programs, including LWOP, FML, CFRA, Pregnancy Disability and Disability Retirement; gathers information in responding to Unemployment Claims; and coordinates Disability Retirement applications between employees and the retirement agency.

6. Maintains data base for position control.

7. Identifies and coordinates training programs and career development opportunities; assesses training needs; monitors training funds; and 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:**

#### **Education:**

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

AND

Experience:

The equivalent to two years of full-time professional personnel experience in three of the following areas: classification, compensation, employee relations, recruitment and selection, benefits or training.

**Substitution:**

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 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; principles, functions and practices of public personnel administration; local, State and Federal laws pertaining to employment law, workers' compensation, State unemployment insurance and labor relations; principles, methods and techniques of position classification, compensation, selection procedure development, interviewing and training; budget techniques and practices; salary administration; and grievance procedures.

***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; 10/14/2016; 10/17/2016, 8/16/19 (updated MQ's)