

COUNTY OF SOLANO
CLASS SPECIFICATION
HUMAN RESOURCES ANALYST (ENTRY)

CLASS SUMMARY:

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

This is the entry level in the Human Resources Analyst series and is characterized by the responsibility to work under training and orientation conditions in providing personnel services to an assigned set of departments and performing the tasks necessary to fulfill human resources needs. Incumbents learn County practices and to apply professional knowledge and operating procedures. Incumbents may be assigned to coordinate an assigned function and work as generalists or in specialist teams.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Human Resources Analyst 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). May receive technical and functional guidance from the Human Resources Analyst (Senior) as appropriate.

No supervision is exercised over others.

ESSENTIAL DUTIES:

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

Learns to develop and implement 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 market and period; designs and coordinates preparation of examination announcements, brochures and advertisements; develops selection devices for 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; learns to coordinate the recruitment calendar, cooperative testing activities and /or certification activities.

Learns to review requests to classify new positions and/or reclassify existing positions; and draft classification specifications for new positions and recommended revisions to existing classification specifications.

Learns to collect, compile and evaluate salaries and benefits provided to comparable classes in the relevant labor market.

Learns to provide procedural information based on interpretation of memoranda of understanding, personnel rules, laws and regulations; recommend job restructuring to prevent unnecessary classification changes, accommodate work restrictions and employment of the disabled or provide career development opportunities; provide technical expertise in selection; assist department managers in addressing sick leave abuse, work performance and working conditions problems.

Learns to coordinate employee benefit, leave administration (Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL), etc.) and workers' compensation programs; advise employees on leave programs and workers' compensation claim procedures, required documentation and disposition; serves as an intermediary between employees and the third-party claims administrator in securing information, resolving problems and processing claims; assists with disability retirement processes, research and compile data to provide information needed to evaluate and maintain County benefit programs.

Learns to identify worker, supervisor and management training needs; researches and provides information on available training sessions; recommends selection of training participants; works with the training division to coordinate countywide staff training and development activities.

Participates in the employee relations meet and confer process; analyzes employee requests and makes recommendations to the chief spokesperson; learns to prepare language for memoranda of understanding, other official documents and side letters as well as procedures to implement and interpret agreements; learns to coordinate implementation of new agreements by participating in briefing sessions.

Learns to assist 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.

Learns to organize and implement policies for compliance with the American with Disabilities Act (ADA); review and analyze employee requests for job accommodations and determines if employees meet the qualifications under the ADA and facilitates reasonable accommodations;

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

May assist with safety related program activities (e.g. pre-employment follow-ups, DMV pull notices, reasonable suspicion testing, etc.).

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

EDUCATION AND EXPERIENCE:

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

Education:

High School Diploma, GED, or equivalent

Note: *A Bachelor's Degree from an accredited college or university, preferably in Business Administration, human resources management or public administration is desirable.*

Experience:

One year of technical level experience in hiring and selection, classification, employee relations (e.g., discipline, performance management), labor relations, benefits administration, leave administration, workers' compensation, or reasonable accommodation (ADA). Experience in a public agency is desirable.

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, leave administration, reasonable accommodation (ADA) 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 classification and compensation analysis, performance appraisal, training needs assessment, staff development, organizational development design and behavior modification.
- Methods of job restructuring to accommodate the disabled, 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 Act (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.

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 class specifications.
- Develop written, oral and performance exams.
- Conduct staffing and organizational analysis.
- Interpret and apply laws, regulations, ordinances and rules relating to workers' compensation, benefit programs and safety.
- Conduct training needs assessment.
- 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.
- Develop policy statements and monitor implementation.
- Initiate study of human resource issues.

- Provide consultation to agency managers on personnel and human resource issues.
- Communicate effectively with people of diverse backgrounds.
- Determine the appropriate course of action in stressful situations.
- Interpret and apply laws, regulations and professional practices governing personnel program services and operations.
- Learn to plan, organize and coordinate personnel, leave, disability, recruitment and other HR related activities.
- Learn to develop, implement and evaluate personnel, leave, disability, recruitment and other HR related policies and procedures.
- 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 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

Established Date: May 2000

Date (s) Revised: February 2003, May 20023, April 2022, October 2023, August 2026

BOS Date: June 30, 2003

BOS Date: June 28, 2005