

**Sonoma County Library
Announces an Employment Opportunity**

**HUMAN RESOURCES ANALYST- ROHNERT PARK HEADQUARTERS
40 HOURS PER WEEK – FULL TIME**

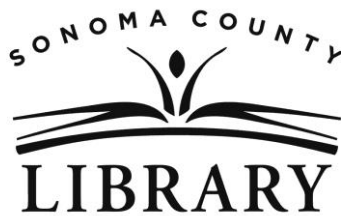
THE POSITION:

Please see the attached job specifications for full details about this position.

Under direction of the Human Resources Manager, this position performs human resources generalist duties in the administration of recruitment and examination, classification and compensation, employee benefits, employee/labor relations, and human resources information systems; develops, plans, implements and administers assigned program responsibilities; conducts research, analysis and preparation of reports.

TYPICAL TASKS include, but are not limited to:

- Acts as subject matter expert in one or more disciplines of human resources and provide focus and direction to department to achieve Library objectives related to the Library's vision and priorities.
- Compiles and analyzes data pertaining to human resource program policies and issues; prepares related reports.
- Provide information concerning human resources policies, procedures and terms of labor contracts to Library staff, other agencies, and the public.
- Plan, develop, coordinate and present training sessions related to area(s) of assignment; may prepare and conduct training classes for Library employees.
- Represent the Human Resources Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
- Develop, plan, coordinate, developing recruitment plans and creative outreach techniques to attract a diverse applicant pool; overseeing the preparation of job announcements, employment advertising and other recruitment materials; and attend job fairs and other events to publicize Library job opportunities.
- Develop, coordinate, and administer the recruitment and examination process; including designing and developing job related selection procedures; evaluating and screening employment applications; developing examination schedules and developing, administering and evaluating oral, written, and performance tests, and other assessment instruments.
- Perform statistical analysis of examination results.
- Provides information and advice to job applicants and the public concerning employment opportunities and examination procedures.



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- May conduct classification studies, including conducting job analyses by auditing positions by questionnaire and interview, reviews the classification system, and recommends the allocation of positions to new or existing classifications.
 - May write comprehensive classification study reports to include recommendations and preparing and revising classification specifications.

Knowledge Of:

- Principles and practices of public personnel administration, including recruitment, selection, classification, compensation, benefit administration, leave administration, employee training, organizational development and labor relations.
- Federal and State laws, codes, regulations and guidelines governing compensation, classification, recruitment and selection, or employee benefits.
- Job analysis, recruitment sources and techniques, test validation requirements, test assessment techniques, classification techniques and methods of salary administration.
- Principles and practices of statistical research and presentation methods.
- Principles of organization and management.
- Computer systems and software applications used in Human Resources management.
- Legal and professional standards and procedures for the development, administration and validation of assessment instruments.
- Principles/methods of supervision, coaching, training, and customer service.

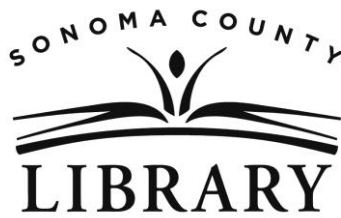
MINIMUM QUALIFICATIONS:

Education and Experience: A Bachelor's degree from an accredited college or university in public or business administration, human resource management, industrial organizational psychology, or a closely related field and two (2) years of progressively responsible professional experience in public human resources or personnel administration in one or more of the following areas: recruitment, selection and employment testing; position classification and compensation administration, human resources information systems, employee and labor relations, or other closely related human resources functional areas.

SALARY RANGE: \$39.70/hour to \$49.58/hour

CLOSING DATE: 5:00 pm, Tuesday, January 18, 2022

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications and **supplemental questions** must be complete and submitted by the final filing date in



order to be considered. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process. **Resumes will not substitute for a completed application.**

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

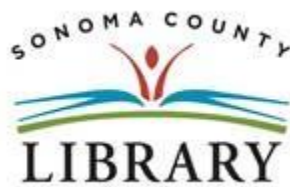
IMPORTANT INFORMATION: Sonoma County Library has adopted a vaccination and testing policy to help mitigate transmission of COVID-19. All Sonoma County Library employees will be required to either have documented proof of full COVID-19 vaccination on file or consent to weekly COVID-19 testing.

RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:

Pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.

REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library's website at <https://sonomalibrary.org/accessibility>.

Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.



MAY 2017
FLSA: EXEMPT

HUMAN RESOURCES ANALYST

Unrepresented (Confidential)

DEFINITION

Under direction of the Human Resources Manager, performs journey level human resources generalist duties in the administration of recruitment and examination, classification and compensation, employee benefits, employee/labor relations, employee training and development programs, workers' compensation, leave management, develops, plans, implements and administers assigned program responsibilities; conducts research, analysis and preparation of reports; and, performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Manager. This class does not supervise other professional employees, but may act as lead and act as Person in Charge of Lower level Human Resources staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Acts as subject matter expert in one or more disciplines of human resources and provide focus and direction to department in order to achieve Library objectives related to the Library's vision and priorities.
- Compiles and analyzes data pertaining to human resource program policies and issues; prepares related reports.
- Provides information concerning human resources policies, procedures and terms of labor contracts to Library staff, other agencies, and the public.
- May plan, develop, coordinate and present training sessions related to area(s) of assignment; may prepare and conduct training classes for Library employees.
- May represent the Human Resources Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
- May develop, plan, coordinate, developing recruitment plans and creative outreach techniques to attract a diverse applicant pool; overseeing the preparation of job announcements, employment advertising and other recruitment materials; and attend job fairs and other events to publicize Library job opportunities.
- May develop, coordinate, and administer the recruitment and examination process; including designing and developing job related selection procedures; evaluating and screening employment applications; developing examination schedules and developing, administering and evaluating oral, written, and performance tests, and other assessment instruments.
- May perform statistical analysis of examination results.
- Provides information and advice to job applicants and the public concerning employment opportunities and examination procedures.

- May conduct classification studies, including conducting job analyses by auditing positions by questionnaire and interview, reviews the classification system, recommends the allocation of positions to new or existing classifications.
- May write comprehensive classification study reports to include recommendations and preparing and revising classification specifications.
- May respond to compensation and classification survey requests; conducting salary surveys; assisting in analyzing salary data and preparing related reports; remaining current on FLSA law and its interpretation and acts as subject matter expert.
- Assists in the development of operating procedures for effective processing of benefit programs; which includes researching and writing draft benefit policies.
- Ensures timely and accurate benefits enrollments including the administration of the annual open enrollment process.
- Assists with education and problem resolution relating to employee benefit questions and issues.
- May administers the leave of absences programs, ensuring legal compliance; develops related policies and procedures; educates employees and managers on policy and legal compliance; may coordinate or make recommendations regarding reasonable accommodation requests.
- Assists with providing counsel and assistance regarding employee relations matters including performance evaluations, corrective actions, grievance investigations, and negotiation preparation.
- Maintains a good understanding of and interpretation of memoranda of understanding for all bargaining units.
- May develop, coordinate, and administer the Library's Workers' Compensation program, incorporating existing laws, policies and procedures.
- May review workers' compensation claims and coordinates case management with third party administrator; serves as the liaison between the various parties on the claim and in related issues.
- May provide direction and training to Library employees, supervisors and managers on medical leave management activity.
- May coordinate and train assigned clerical and technical staff; and direct the work of assigned staff.
- Utilizes computer software applications to support and conduct activities in area of assignment.
- Cultivate, foster, and maintain positive working relationships with managers, supervisors, employees.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

A Bachelor's degree from an accredited college or university in public or business administration, human resource management, industrial organizational psychology, or a closely related field and two (2) years of progressively responsible professional experience in public human resources or personnel administration in one or more of the following areas: recruitment, selection and employment testing; position classification and compensation administration, employee development and training, employee and labor relations, or other closely related human resources functional areas.

COMPETENCIES

Knowledge of:

- Principles and practices of public personnel administration, including recruitment, selection, classification, compensation, benefit administration, leave administration, employee training, organizational development and labor relations.
- Federal and State laws, codes, regulations and guidelines governing compensation, classification, recruitment and selection, or employee benefits.
- Job analysis, recruitment sources and techniques, test validation requirements, test assessment techniques, classification techniques and methods of salary administration,
- Principles and practices of statistical research and presentation methods.
- Principles of organization and management.
- Computer systems and software applications used in Human Resources management.
- Legal and professional standards and procedures for the development, administration and validation of assessment instruments.
- Principles/methods of supervision, coaching, training, and customer service.
- Report format, content and preparation.
- Principles and practices of program development, administration and evaluation.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work including accounting and reporting software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for interacting with a variety of individuals from various socio-economic, ethnic and cultural groups, in person and over the telephone, occasionally where relations may be confrontational or strained.

Ability to:

- Communicate effectively, including the ability to prepare and present reports orally and in writing to a wide variety of audiences including professional, legislative, and public groups.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Read, analyze, evaluate and summarize written materials and statistical data; apply statistical formulas; collect, analyze and interpret a wide variety of employment related information and data.
- Establish and execute comprehensive work plans in a timely and competent manner.
- Interpret and apply regulations, policies, and guidelines.
- Travel to various branches to perform duties as needed.
- Evaluate and develop improvements in operations, procedures, policies, and/or methods.
- Operate modern office equipment, including library computer system and equipment, copiers, printers, and software programs; access, retrieve, enter, and update information using a computer workstation.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain cooperative working relationships with a variety of people contacted in the course of work (including SCL employees and management personnel, labor representatives, community leaders, and the public).

- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Function effectively in stressful and difficult situations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional participation in work activities, meetings, and events outside of the regular work schedule is expected of this position.