



## **HUMAN RESOURCES ANALYST**

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**FLSA STATUS:** Exempt

### **DEFINITION:**

Under general supervision, to perform a variety of analytical human resources (HR) services including recruitment and selection, human resources information systems, classification/compensation, benefits administration, employee relations, leave management, workers' compensation, policy analysis, and training and development; and conduct special projects. Perform other duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification serves as an intermediate level position while acquiring the necessary knowledge, skills and abilities to qualify for promotion to the Senior Human Resources Analyst classification. Incumbents in this classification are expected to fully and sufficiently perform all essential duties with intermediate knowledge, skills and abilities, but not at the advanced or senior levels. Incumbents are able to make independent decisions on routine human resources issues. Work is subject to review on an as needed basis. This position provides support to the Senior Human Resources Analyst or the Human Resources Director.

The Human Resources Analyst reports on a regular basis to the Human Resources Director.

**EXAMPLES OF ESSENTIAL DUTIES:** Essential duties include, but are not limited to, the following:

In an intermediate level capacity,

- Provide confidential, professional, and technical administrative services to the Human Resources Department.
- Participate in professional, technical and clerical functions of the Human Resources Department; enter employee data into various data systems.
- Conduct recruitments for full or part-time vacancies; prepare job bulletins and advertisements, determine advertising sources; develop innovative marketing and recruitment plans; analyze and evaluate written, oral and performance tests, review job applications, rate training, qualifications and experience, interview applicants, attend job fairs and represent the HR Department at community events as needed.
- Prepare and issue offer letters, conduct offer negotiations and make salary step placement recommendations.

- Perform background and reference checks on all potential candidates.
- Participate in the implementation, configuration, and ongoing administration of human resources information systems (HRIS) and/or financial database systems, including data entry, reporting, troubleshooting, system updates and process improvement initiatives.
- Assist in developing, interpreting and revising human resources policies and procedures and provide a tracking system to ensure that all new or revised policies relating to personnel issues are provided to all staff and staff acknowledgement pages are signed and filed in each staff personnel file.
- Conduct salary surveys, classification and compensation studies, and analysis and research on a broad range of personnel assignments; prepare and present reports of findings and recommendations as to appropriate action.
- Participate in the administration of the Workers' Compensation program, including claims management, Incident Reports and follow-up.
- Assist in employee benefits administration, including but not limited to open enrollment, employee communication, and benefits issue resolution.
- Conduct investigations in coordination with the Human Resources Director and make recommendations regarding corrective actions and/or discipline; assist in and preparation of necessary documentation and responses.
- Assist in the development, scheduling, and coordination of training and educational programs for Tri-City staff on a wide variety of subjects.
- Maintain required postings and compliance records, in coordination with the Human Resources Technician, including OSHA 300 Logs.
- Assist in development and coordination of training programs for staff and supervisors.
- Review and monitor assigned positions in departmental budgets; develop and/or maintain various departmental reports such as position control, turnover report, exit surveys, and other Human Resources analytics.
- Maintain confidential personnel and medical files in compliance with applicable laws and regulations.
- Perform other analytical duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training and Experience:**

A Bachelor's degree from an accredited college or university with coursework in human resources, business or public administration, or a closely related field;

AND

Two (2) years' experience as a Human Resources Technician.

OR

Two (2) years' of increasingly responsible professional experience in public sector human resources or personnel administration which included recruitment and selection, training, benefits administration and classification and compensation.

**Licensure/Registration/Certification:**

None required.

**Knowledge of:**

- Knowledge and principles of the Fair Labor Standards Act (FLSA), recruitment and selection, benefits administration, employee discipline, classification and compensation, and equal employment opportunity regulations.
- Applicable State and Federal human resources and health and safety laws and privacy regulations, including HIPAA.
- Principles and practices of public human resources administration.
- Principles and practices of human resources information systems including Microsoft Office, database management, system configuration and report writing.

**Ability to:**

- Input and retrieve data from a computerized recordkeeping system.
- Perform technical and intermediate analytical human resources work with oversight.
- Apply technical and analytical principles and practices to the development and maintenance of administrative systems and records.
- Multitask and prioritize with close attention to detail, schedules, and deadlines under supervision.
- Use tact and diplomacy in discussing sensitive employee matters and preserve confidentiality.
- Understand and apply pertinent policies, procedures, laws and regulations.
- Analyze situations and apply effective courses of action.
- Communicate effectively, both verbally and in writing.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective working relationships in the course of business.
- Maintain extensive files and records.

**Special Requirements:**

- Posses and maintain a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.
- Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.
- In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers

and may be asked to protect the health, safety, lives, and property of the people of the State.

**PHYSICAL STANDARDS:**

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 30 pounds in the performance of daily activities; body mobility to move from one work area to another, and operate a vehicle; grasping, repetitive hand movement and fine coordination in preparing reports, data entry, and using a computer keyboard; vision sufficient for observing work performed, reading correspondence and reports, statistical data, computer screen and other standard text; and communicating with others on the phone, in person, and in meetings.