



JULY 2012
FLSA: EXEMPT

HUMAN RESOURCES ANALYST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direct supervision, performs a variety of professional, technical, and analytical duties and responsibilities in administering the District's human resources system including but not limited to recruitment, performance management, training and development, employee relations, compensation and benefits administration, and/or classification analysis and training; conducts new employee orientation; responds to questions and inquiries from employees and management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory and/or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the Human Resources Analyst series providing general support to an assigned area. The main focus at this level is a professional analytical role, and any non-analytical duties performed are incidental. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Human Resources Analyst level, and the exercise of independent discretion and judgment is less in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Human Resources Analyst in that the latter performs the full range of duties assigned to the class series and is responsible for the more complex programs and projects that require a higher level of knowledge and skill and that, in collaboration with other staff, may have District-wide impact.

EXAMPLES OF ESSENTIAL 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.

- Participates in implementing assigned human resource programs, which may include recruitment, performance management, training and development, employee relations, classification, compensation, benefits, and/or other special projects.
- Reviews recruitment plans with management staff to determine applicant requirements; drafts job announcements and interview questions; screens and assesses candidates through interviews, testing, and background checks; arranges further interviews; provides guidance to managers on the selection of qualified candidates.

- Assists in coordinating the District's training program(s), including identifying recurring training needs, arranging for trainers, and working with trainers to ensure the District's needs and expectations are addressed; administers the learning management system database; participates in administering the Capital Improvement Program (CIP) training program; maintains training logs and records of completion; develops reports as needed.
- Develops, conducts, and coordinates new employee orientation programs; presents information to new employees regarding District mission, benefits, policies, and procedures.
- Administers the performance management program; provides recommendations to management for performance improvement plans and problem solving issues; conducts annual performance management training.
- Administers employee benefit plans; assists employees with insurance plan issues or problems, administers member eligibility updates and monthly invoice preparation; communicates new and revised information to employees and carriers through various media; prepares and distributes quarterly benefit updates to employees.
- Conducts research of alternative benefits plans, industry trends, and additional benefits; conducts focus groups to exchange information on District benefits with representative groups of employees; performs cost/benefit analyses; formulates action plans and recommends benefit changes.
- Administers various other employee assistance programs including flexible spending accounts and wellness programs; researches additional wellness education resources and programs; makes recommendations to management staff for implementation.
- Assists staff and management with interpreting, implementing, administering, and enforcing the terms and conditions of collective bargaining agreements and meeting and conferring with bargaining unit representatives.
- Assists in the consultation to management and Board members on public sector labor relations, preparation of management proposals, conducting cost analysis on contract proposals, working with management and employee organizations to resolve issues and solve problems, and providing advice to management on the application of the federal and state laws affecting the Labor Relations Program.
- Participates in labor dispute processes, such as grievance and impasse procedures, and assists staff, management and legal staff on resolving unfair labor practice charges.
- Assists in interpreting and communicating compensation and classification policies and procedures to management staff; assists in providing guidance on matters concerning Federal and State wage and hour laws.
- Participates in collecting and analyzing competitive salary and benefit information; participates in assessing the District's market position and developing recommendations; researches alternative reward strategies and assists with recommending methods of compensation to improve/enhance the District's position.
- Assists in maintaining and managing the District's classification plan; provide assistance in evaluating new positions or changes to work assignments to determine appropriate classification, pay range, and FLSA status; as necessary, participates in performing desk audits to confirm/clarify job content; assists in preparing new or revised class specifications.
- Conducts special research assignments, gathers data, and prepares reports for consideration by management; researches new programs and services related to area of assignment; proposes revisions to management.
- Implements and administers special human resources programs and projects as assigned, including employee recognition programs and volunteer or intern programs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, and techniques of human resources programs, including recruitment and selection, equal employment opportunity, and affirmative action; training and development; performance management; job analysis and classification; compensation analysis and administration; employee relations; and/or benefits administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and applications of critical thinking and analysis.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature and develop the ability to use independent judgment and personal initiative.
- Perform a variety of duties supporting assigned human resource programs.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Apply critical thinking and analysis in completing assignments.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Communicate information and policy/program changes to employees.
- Provide management with guidance and counsel on matters having human resources impact.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques effectively.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in human resources, psychology, business or public administration, or a related field; AND,
2. One (1) year of experience in human resource administration or analysis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.