



**DECEMBER 2018
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 general supervision or direction, 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 and training and development; may provide assistance in the areas of employee relations, compensation, and/or benefits administration; responds to questions and inquiries from employees and management staff in accordance with policies and procedures; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the third of five (5) levels within the human resources job series and provides general support to assigned areas. The main focus at this level is both a technical and analytical role, with work involving program implementation and related transaction processing, research and data compilation and coordination activities. 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 and is generally exercised 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 journey-level professional 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)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- 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.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.

- Reviews recruitment plans with management staff to determine applicant requirements; drafts job announcements and interview questions; performs initial screening and assessment of candidates through interviews, testing, and background checks; arranges further interviews for hiring decision-makers; provides guidance to managers on the selection of qualified candidates with regards to policies, procedures and applicable laws, rules and regulations.
- 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; maintains training logs and records of completion; compiles reports as needed.
- Develops, conducts, and schedules 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.
- 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.
- Conducts special research assignments, gathers and compiles data, and prepares reports.
- Implements and administers special human resources programs and projects, 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 assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, and techniques of human resources programs, including recruitment and selection, equal employment opportunity, and affirmative action; and training and development; performance management; and other program areas to provide assistance, including employee relations, labor 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.
- Principles and practices of customer service and techniques for effectively communicating 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 research on a 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 related to recruitment, training and performance management.
- 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.
- Adhere to safe work practices and procedures in the workplace.
- 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.
- Effectively 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 effective 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. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in human resources, psychology, business or public administration, or a related field.

Licenses and/or Certifications:

- None.

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 10 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.