



DECEMBER 2018
FLSA: EXEMPT

PRINCIPAL 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, develops, implements, and manages the most complex human resources programs and activities that have District-wide impact; develops new programs or enhancements to existing programs; serves as the District's expert and/or internal consultant on highly complex human resources programs; works closely with District's management staff in providing professional and technical expertise and advice; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned management or supervisory staff. Performs supervisory and/or lead duties over assigned professional, technical and administrative staff. May exercise functional and technical leadership in assigned workgroups or teams and may coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the fifth of five (5) levels within the human resources job series. Employees perform the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series requiring advanced knowledge of the concepts, practices, procedures, and policies of human resources administration as well as District operations. Employees at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility and to provide leadership to less experienced human resources staff. Responsibilities may include the oversight of programs and/or projects and leads by example. Assignments at this level have significant impact on the District's operations and require broad knowledge of human resource programs and in-depth knowledge relative to a specific area. This class is distinguished from the Human Resources Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities of a major work section and/or several functional areas within the Human Resources division and for the full supervision of assigned professional, technical, and administrative staff.

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.

- Serves as an expert and/or internal consultant to management regarding the larger and most complex human resources programs with District-wide impact; provides guidance and expert level advice relative to area(s) of assignment; provides assistance in various human resources studies impacting the whole organization.
- 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.
- Participates in special projects including researching new programs and services, budget analysis and preparation, and feasibility analyses; develops and implements new or revised programs relative to area(s) of assignment; provides assistance to other areas in implementing new or revised programs.
 - Develops and implements new or enhanced systems, methods, and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on program progress; makes adjustments as necessary.
 - Coordinates assigned services and program activities with other District departments; ensures compliance with District policy, bargaining unit agreements, and with Federal, State, and local laws and regulations; responds to and resolves difficult and sensitive inquiries and complaints.
 - Develops, implements, and conducts effective training programs in areas of expertise for management and employees; researches and evaluates effectiveness of various training programs.
 - Conducts complex and specialized organizational, as well as, regional research, studies, and surveys relative to assigned area(s); analyzes information, develops alternative recommendations regarding organization-wide policies, procedures, and programs to address identified issues/concerns, and implements approved recommendations.
 - Makes recommendations and assists in the development, implementation, and management of human resources policies, regulations, and procedures.
 - Conducts special research assignments, gathers data, and prepares reports and position papers for consideration by management.
 - When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
 - 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:

- Advanced principles, practices, and techniques of human resources programs, including recruitment and selection, equal employment opportunity, and affirmative action; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures; training and development; performance management; benefits administration; and/or job analysis and classification; compensation analysis and administration.
- Advanced principles and applications of critical thinking and analysis.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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.

- Basic principles and practices of employee supervision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Develop and/or oversee programs and/or projects and facilitate the individual professional growth and development of less experienced staff.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Demonstrate safe work practices and procedures in the workplace.
- Train others on proper work procedures and lead by example.
- Apply critical thinking and analysis to a broad range of situations and in reaching independent decisions.
- Identify and implement effective course of action to complete assigned work.
- Perform work of a highly specialized nature requiring the ability to use independent judgment and personal initiative.
- Develop and independently implement assigned human resource programs.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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 human resources matters having District-wide impact.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Adhere to safe work practices and procedures in the workplace.
- Maintain confidentiality of sensitive personal information.
- Be discreet in handling and processing confidential information and data.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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.
- Communicate effectively 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; AND,
2. Five (5) years of increasingly responsible work experience in human resource administration or analysis.

Licenses and 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.