HUMAN RESOURCES ANALYST

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director, Classified Personnel, the job of "Human Resources Analyst" is done for the purpose/s of creating and administering content-valid examinations, assisting in the development and implementation of in-service training activities, assessing candidates skills, knowledge and abilities and improving the classified workforce.

CLASS CHARACTERISTICS

The Human Resources Analyst class is responsible for journey-level work in recruitment, test development and administration, and other analytical procedures to support the Merit System for classified personnel and the overall human resources program of the District.

ESSENTIAL JOB FUNCTIONS

- Creates content-valid examinations, including written exams, work samples, performance exams, qualifications appraisal interviews and other devices, for the purpose of assessing candidates' skills, knowledge and abilities to perform successfully in a variety of classified (non-teaching) positions within the District.

- Conducts job analyses for the purpose of creating and administering content-valid examinations and assisting in the development and implementation of in-service training activities.

- Screens applications for the purpose of assessing candidate's minimum qualifications and eligibility to participate in competitive testing and selection procedures.

- Participates in employee orientation, recognition and in-service programs for the purpose of improving the classified workforce.

- Researches legislation, education code, board policies and Merit System Rules and Regulations for the purpose of carrying out assigned functions in accordance with legal, procedural and policy requirements.

- Assists the Director, Classified Personnel, as assigned for the purpose of conducting job audits, interviewing managers, supervisors and employees in order to make recommendations regarding job titles, job descriptions, and salary range placement for classified positions.

- Conducts salary and benefit surveys as directed for the purpose of assisting the Director, Classified Personnel in administering the classification and pay system.

OTHER JOB FUNCTIONS

- Attends Personnel Commission meetings for the purpose of making presentations as assigned.

- Assists the Director, Classified Personnel and/or the Assistant Superintendent/Human Resources, for the purpose of conducting a variety of special projects and research assignments in support of the District's human resources programs.

- Performs other related duties as assigned to maintain efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

KNOWLEDGE of principles and practices of public personnel administration including recruitment and examination development, test validation, classification, compensation, training and rules and regulations. A variety of jobs and occupations. Job analysis methodologies and their applications. Uniform guidelines for employee selection and applicability of the Americans with Disabilities Act to human resources testing, selection and program execution. Public agency Merit System procedures. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Correct English usage, grammar, spelling, punctuation, vocabulary. Principles and practices of administration, supervision and training. Design and operation of organizations and public agencies.

ABILITY to conduct job analysis and classification studies and analyze and interpret data by establishing facts and drawing logical conclusions. Create and develop selection procedures in compliance with Equal Employment Opportunity Guidelines and accepted human resources practices. Communicate clearly, prepare and present oral and written reports, and make recommendations. Anticipate district staffing needs, employees employment needs, and coordinate workflow so as to satisfy demands.

EDUCATION AND EXPERIENCE

Any combination of training and experience equivalent to graduation from college or university with a Bachelor's degree in business, public administration, human resources management or a related field. Course work and training in selection and testing, job analysis, staff employee training, classification compensation, or related field. Experience at the analyst level in public personnel administration, preferably in a Merit System or civil service environment, is highly desired.

LICENSES

Possession of a valid Class C or higher California motor vehicle operator's license.

WORKING CONDITIONS

Typical office environment with occasional exposure to outdoor conditions during on-site job audits.