

HUMAN RESOURCE ANALYST

Definition

Under direction, performs professional analytical support work in areas such as employee benefits, leave administration, recruitment, selection, classification, compensation, equal employment opportunity, labor relations, safety, worker's compensation, training/development, payroll, and other human resource programs.

Employment at will:

This classification is established as an "at will" position and, as such, the incumbent serves at the pleasure of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in this position, at any time, with or without advance notice, and with or without cause.

Distinguishing Characteristics

This is the entry and journey level of the professional Human Resource Analyst series. Incumbents perform professional level analytical work in a variety of assignments related to human resource administration. This class is distinguished from the higher level Human Resources positions in that the latter require extensive knowledge to perform more difficult, complex and specialized duties and/or may have responsibility for leading, assigning and reviewing work of an analyst or technical or clerical staff.

Representative Essential duties

- Assists in development and administration of various benefit programs including medical, dental, vision, disability, life insurance, retirement, deferred compensation, etc. Communicates benefit options to employees; coordinates annual open enrollment period; resolves issues with benefit carriers; works closely with payroll and ADP system to ensure payments and employee deductions are accurate. Compiles required reports including census data, benefit spreadsheets, ADP reports, and retirement reports for planning purposes.
- Coordinates and administers Family Medical Leave of Absences, Pregnancy Disability Leave, and other types of leave of absences; analyzes requirements, issues and processes documents; interacts with physicians and employees to engage in the interactive process as required under the American's with Disability Act and to obtain return to work notes; and coordinates any "Fit for Duty exams".
- Develops and implements standard recruitment and selection plans in compliance with the law including: conducting job analysis to identify essential knowledge, skills, and abilities; develops supplemental questionnaires, screening, testing and rating components and validates content; develops job announcements, advertisements and postings; reviews applications, screens applications; coordinates screening/interview panels; schedules applicants and administers exams; scores and analyzes test results including setting pass point; sets up, issues and maintains eligibility lists; conducts reference checks; responds to applicant and candidate questions/concerns; and generates notices to applicants.

- Conducts new employee orientations; prepares orientation packets and employee handbooks.
- Processes bi-weekly ADP payroll; audits and records entries and adjustments on timesheets; integrates State Disability Insurance, Workers' Compensation, and garnishments; reviews payroll registers and reports for accuracy; calculates manual payroll checks; processes payroll liabilities; reconciles employee leave balances.
- Assists with position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends the classification of new or modified positions; conducts surveys and studies regarding compensation and other human resource administrative issues; performs analyses and makes recommendations on salary or benefit program changes.
- Assists in administration of worker's compensation claims; reviews for possible safety issues; identifies accommodations for modified duty assignments; monitors status of claims, maintains reports and records.
- Administers temporary employee, internship and volunteer staffing programs.
- Develop and revise policies and procedures as directed; interpret and explain policies and procedures to management, staff, and the public.
- Prepares and maintains specialized and confidential personnel files and records; enters, updates and maintains employee information in on-line system; processes personnel action forms; and creates and maintains ad hoc reports.
- Administers performance management program, ensures performance evaluations are in compliance with policies.
- Conducts investigations into alleged performance and misconduct issues, employee complaints and grievances; meets with all appropriate parties relative to these matters; provides employee relations support to all court departments; represents the Court in disciplinary matters.
- Provides general administrative support for Court administration; prepares reports, correspondence, agendas, and minutes as required.
- Performs other related duties as assigned.

Judgment and Responsibility

Incumbents work under direction to perform most duties with-in pre-established policies, procedures, standards and legislation. However, incumbents must often work independently and occasionally make decisions in the absence of easily applied rules. The work requires the analysis and evaluation of problems with available alternative solutions and may involve the occasional development of new techniques and procedures. Erroneous decisions or failure to achieve objectives may result in serious delays and/or considerable expenditure of resources.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public human resources administration; principles, laws, and regulations affecting employee recruitment, testing, selection, classification, compensation, employee relations, benefits, and equal employment opportunity in the public sector environment; principles and practices of risk management, accommodation and the interactive process under Americans with Disabilities Act (ADA); training methods and techniques; research and analysis methods and techniques; basic statistics; sources and availability of information; methods of report preparation; counseling and interviewing principles and techniques.

Ability to:

Read and comprehend technical material; Interpret, apply and explain laws, regulations, standards, policies and procedures and Memorandum of Understanding's (MOU's), and contracts; analyze a wide variety of human resource issues; Collect and evaluate data and summarize findings; Investigate and evaluate work force issues/problems, present findings, identify alternatives, and/or make recommendations; use a variety of computer application systems and standard office equipment; communicate effectively orally and in writing; prepare correspondence and reports; set work priorities; establish and maintain effective working relationships with those encountered in the course of work; maintain confidentiality of information; exercise discretion, good judgment and an awareness of political/employee relations impact of decisions and actions; and maintain accurate records;

Education and Experience

Any combination of training and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required at the entry level would be:

Two years of experience comparable to the level of a Human Resources Assistant or Human Resources Technician in a public agency.

OR

Graduation from an accredited four-year college or university with a major in human resources, psychology, social sciences, sociology, public administration, business administration, management, or a closely related field

AND

Two years of performing responsible clerical or technical human resource functions, preferably in a public agency.

License and/or Certificate

Possession of a valid driver's license at the time of appointment. *This requirement will be reviewed on a position basis in accordance with ADA regulations.*

Physical Requirements

Ability to sit for extended periods of time; walk or otherwise move within the court facilities; ascend and descend stairs while carrying files, documents, supplies, or equipment; normal manual dexterity and eye-hand coordination; use hands to finger, handle, or feel objects; to reach with hands and arms; vision sufficient to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from the floor to the waist, and/or from the waist to an overhead position; ability to speak clearly on the telephone and before groups; ability to stoop, kneel, squat, and crouch to pick up or move objects, office equipment and records.

Miscellaneous Requirements

Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

Working Conditions

Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at

some locations. The noise level and traffic level in the work environment are similar to a busy office.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Classification Status	PL
Representation Unit	None
FLSA	Exempt
Established	9/10
Revised	02/14 and 11/18
Previous Title	No change

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature: _____ Date: _____