

HUMAN RESOURCES ANALYST - CONFIDENTIAL

DEFINITION

Under general direction, the Human Resources Analyst performs analytical support work in areas such as recruitment, selection, classification, salary administration, benefits administration, equal employment opportunity, labor relations, employee development, training, payroll and other human resource programs. This position is designated as “at-will” and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

DISTINGUISHING CHARACTERISTICS

This is a journey level position. Incumbents perform professional level analytical work in a variety of assignments related to human resource administration. Incumbents work under limited direction to perform most duties independently based on general policies, procedures and standards. Incumbents may be required to make decisions that impact the development of new techniques, processes and procedures. Errors in judgment or failure to complete assignments may result in serious delays and/or considerable expenditure of resources. Incumbents do not typically supervise other employees but may provide direction and guidance to technical and clerical staff. This class typically reports to an executive management level position.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to those listed below.

- Assists in recruitment planning and prepares recruitment materials; contacts organizations and media to advertise recruitment; screens applications for completeness and minimum qualification requirements; organizes and schedules test times, sites and proctors; proctors tests; arranges for interview panels; responds to applicant inquiries concerning qualification requirements and selection procedures; facilitates criminal history information background checks.
- Assists in the development, preparation and administration of benefit programs; participates in annual benefits program open enrollments; explains and interprets benefit options, benefit plan coverage, eligibility for benefits and claims procedures; receives, prepares and processes health, life and other insurance benefit claims; verifies employee and dependent plan eligibility and accurate completion of enrollment forms; explains deferred compensation plan provisions; audits vendor statements for payment of benefits.
- Assists in the performance of classification and compensation studies; gathers and compiles salary, benefit and organizational structure data from other agencies; compiles and assembles data into appropriate format; organizes and presents information; makes comparisons between Court job descriptions and salaries and those of other agencies; makes recommendations for changes/updates; develops or revises job descriptions and maintains salary schedules.
- Assists in the administration of the performance management program; ensures performance/probationary evaluations are completed and in compliance with policies/labor agreements; conducts investigations into alleged performance and misconduct issues; assist with and/or prepares corrective and disciplinary actions; provides employee relations support to managers/supervisors.
- Completes the new employee on-boarding process; conducts new employee orientation; assembles and explains information packets including human resources policies, benefits and retirement data; verifies new employees have accurately completed all paperwork.
- Develops, interprets and applies personnel policies, procedures and regulations; tracks legislative changes and recommends program changes to maintain compliance with applicable rules,

statutes or laws; compiles information for reports; prepares a variety of written reports and notifications; assists with labor relation activities.

- Assists executive management in researching, planning, developing and implementing new programs and services through strategic planning.
- Provides consultation to managers/supervisors on personnel, employee relations and equal employment issues.
- Prepares and processes personnel transactions and maintains records for safety and workers' compensation; administers workers' compensation and safety programs.
- Operates and maintains the personnel records system.
- Assists with the administration of the integrated disability management program; interprets and applies employment related laws, statutes and rules including but not limited to the Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Americans with Disabilities Act (ADA), ADA Amendments Act and the Fair Employment and Housing Act
- Reviews, interprets and applies CalPERS employer and member account regulations; assists with eligibility, enrollment and reporting within myCalPERS.
- As needed, processes bi-weekly payroll in automated payroll system; audits and records entries and adjustments for timesheets, wages and deductions; reviews payroll register and reports for accuracy; processes payroll liabilities.
- Answers accounting questions from Court staff, public and outside agencies.
- Communicates clearly, concisely and effectively, orally and in writing.
- Maintains the confidentiality of Court documents and records.
- Establishes and maintains effective and positive working relationships with Court staff and others encountered during the course of work.
- Travels between Court facilities as necessary to carry out duties.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Education: Bachelor's degree from an accredited college or university with major coursework in human resources, business, public administration, sociology or a related field.

AND

Experience: Two (2) years of substantial human resources practice in areas such as payroll/benefits, integrated disability management, employee/labor relations, recruitment and selection or performance management, preferably in a public agency.

Substitution: Four (4) years of additional qualifying experience may substitute for the bachelor's degree on a year-for-year basis. A certificate from a recognized human resources professional association may substitute for 24-upper divisions credits providing the program courses and requirements are equivalent.

Desirable Qualifications

- Working knowledge of ADP Workforce Now and NeoGov.
- Experience processing payroll.

Knowledge and Abilities

Knowledge of:

- Principles and practices of public sector human resources personnel administration.
- Functional responsibilities of a human resources division/department.
- Principles, procedures, practices and terminology used in payroll and general accounting.
- Organizational principles and relationships.
- Job analysis principles, practices and techniques.
- Recruitment and selection techniques and practices.
- Principles, practices and methods of position classification and salary analysis.
- Appeal and grievance processing practices.
- Scope of bargaining and practices governing employer/employee relations.
- Employment laws and regulations in the public sector environment.
- Principles and practices of public sector benefit program administration.
- Performance appraisal, training needs assessment, organizational development design and behavior modification.
- Principles and practices of risk management, safety, workers compensation and liability.

Ability to:

- Aid management and employees on a variety of human resource and payroll-related matters.
- Train and assist department staff.
- Develop and implement effective recruitment plans and valid selection processes.
- Write class specifications.
- Develop written, oral and performance examinations.
- Conduct staffing and organizational analysis.
- Prepare and present clear and concise reports, correspondence and recommendations.
- Conduct salary analysis and make sound compensation recommendations.
- Read and accurately interpret rules, regulations and legislation/laws.
- Provide consultation to managers/supervisors on personnel issues.
- Understand program objectives in relation to Court goals and procedures.
- Communicate effectively both verbally and in writing with all Court staff, outside agencies, vendors and judicial officers.
- Work independently under limited direction.
- Collect and analyze information and make sound recommendations and decisions.
- Set priorities and complete projects in a timely manner.
- Effectively utilize computer and software including e-mail, word processing and spreadsheet software applications such as Microsoft Outlook, Word and Excel.
- Work under pressure and deal with emotional and/or confrontational situations.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside 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.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for over-time.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification, 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.

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| Job Title | Human Resources Analyst |
| Classification Status | PL |
| Representation Unit | None |
| FLSA Status | Exempt |
| Established | 09/2010 |
| Revised | 03/2022 |
| Previous Title | N/A |

General sign-off: I understand that I am expected to adhere to all Court policies and procedures. I have read and understand the explanation and description of this job classification. By signing below, I am declaring that I am able to meet the employment standards and perform the essential functions and duties of this classification with or without accommodation.

Signature _____

Date _____