HUMAN RESOURCES ANALYST I

DEFINITION

Under general supervision, performs technical and analytical work in public human resources management; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university with a major in human resources management or a closely related field, AND one year of full-time professional experience in a public or private human resources program to include the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum); OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the second level in the Human Resources Analyst class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents are expected to work with greater independence than incumbents in the Human Resources Analyst Trainee class. Work assignments may be limited in nature and/or reviewed more frequently than the journey level Human Resources Analyst II class.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Conduct local, regional and national recruitments by drafting job announcements and advertisements; determine appropriate markets for qualified applicants; use outreach efforts to attract skilled candidates for employment.

Evaluate applications for employment by applying education and experience requirements to applicant qualifications to determine eligibility for competing in specific examinations; notify applicants of eligibility for examination and resolve appeals of eligibility determinations.

Construct written, oral, performance or other examination and selection instruments, working with subject matter experts and conducting job analyses to determine appropriate selection factors and testing processes; research information and write examination questions, assessment center exercises, oral exam questions, performance tests and other selection exercises to be used in candidate evaluation.

Coordinate test administration, including instruction preparation, reserving exam facilities and proctors, scheduling offsite exams, obtaining raters and coordinating oral review boards.
Evaluate examination scores and accompanying statistical examination and item analysis, determining the reliability of the testing process in order to recommend a qualifying pass point.

Review classification requests for new or existing positions; compile information about job duties and responsibilities; analyze gathered information against classification factors to make recommendations for appropriate classification.

Create or revise class specifications, which describe essential duties, responsibilities, knowledge, skills, abilities, physical demands and minimum qualifications through analytical review of position description questionnaires and other information provided by the relevant department for classification, recruitment and examination purposes.

Work with assigned County departments on Workforce Development and Succession Planning to better prepare employees with career development opportunities, and to assist managers in identifying and developing future leaders.

Conduct or participate in specialized presentations and training classes in accordance with County strategic needs and established time frames to update and maintain employee knowledge, skills and abilities, and enhance job performance.

Serve as information resource on County human resources policies, practices and procedures, responding to inquiries on the telephone and in person; interpret and apply human resources rules, procedures and provisions of collective bargaining agreements to resolve human resources problems, grievances and complaints.

May provide support to the County’s designated negotiator during the collective bargaining process by researching and compiling information on salaries, human resources practices and related issues as requested.

Conduct special projects, assignments and activities, performing specialized research on human resources issues to include writing reports which present and interpret data, identifying alternatives, and making and justifying recommendations.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance (These may be acquired on the job and are needed to perform the work assigned.)**

**Knowledge of:**
Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities and functions of assigned area(s).

Federal, state and local laws, statutes, codes, regulations and standards pertaining to County human resources management, including the Washoe County Merit Personnel Ordinance and collective bargaining agreements.

Countywide human resources policies such as affirmative action, sexual harassment, discrimination and Equal Employment Opportunity.

Principles of labor relations and collective bargaining.

Classification and compensation studies.

Management information systems and software programs unique to the Human Resources department.

**Ability to:**
Understand the organization and operations of the County and outside agencies as necessary to assume assigned responsibilities.
Represent human resources programs, operations and functions of the County to staff, management, elected officials, the public, community organizations and other agencies in a professional manner.

Interview, counsel, advise and interact tactfully with applicants, employees and others.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Principles and practices of management and organization as applied to human resources management.

Federal laws pertaining to human resources management such as affirmative action, sexual harassment, discrimination, Fair Labor Standards Act, Americans with Disabilities Act and Equal Employment Opportunity.

Principles and practices of human resources management and administration including recruitment, selection, classification and compensation.

Test construction, validation and scoring.

Methods and techniques of statistical and administrative data collection and report preparation.

**Ability to:**
Analyze information, project consequences of proposed actions, formulate alternative solutions and provide appropriate responses and recommendations.

Exercise discretion, sound judgment and logic.

Research, compile, tabulate, interpret and analyze data and information, including statistical analysis.

Develop and administer examinations and perform test validation work.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards, including administrative policies and procedures.

Write correspondence, administrative summaries, reports and other documents to address the desired audience in a clear, concise manner using correct grammar and word usage.

Maintain confidential data and information.

Establish, maintain and foster effective and collaborative relationships with other County departments, outside agencies and boards, elected officials, management, staff and the general public.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs. Ability to occasionally work outdoors.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*