

## YOLO COUNTY OFFICE OF EDUCATION

### CLASS TITLE: HUMAN RESOURCES ANALYST

#### BASIC FUNCTION:

Under the direction of the Director-Human Resources, plan, organize, coordinate, supervise, implement and administer various Human Resources functions; research, compile and prepare records and reports related to assigned activities; provide technical support and assistance in the collective bargaining process; provide technical expertise to County Office administrators, staff, districts and the public concerning human resources policies, issues, rules, systems and processes; train and provide work direction to assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Research and compile information from a variety of sources; prepare drafts, summary reports, displays and brochures as assigned; prepare and maintain a variety of records, reports and materials related to assigned activities.

Plan, organize, coordinate, implement and administer various Human Resources functions such as employment activities; audit proper position control and account distribution.

Serve as lead in the Human Resources Department providing guidance, reviewing work and providing input regarding employee evaluations; train and provide work direction to assigned personnel.

Provide technical support and assistance in the collective bargaining process; assist in interpreting and administering negotiated agreements; respond to employee questions regarding terms and conditions of employment, bargaining agreements and other labor relations issues; maintain confidentiality of sensitive information.

Administer the staffing process; work with managers to develop recruitment and selection materials; review interview results and final selection recommendations; prepare eligibility lists; check references and conduct background investigations as appropriate; make offers of employment; notify unsuccessful job applicants; provide orientation to new employees.

Plan, organize, implement and coordinate testing and selection functions; design and develop oral, written and performance tests; schedule, brief and monitor interview panels; participate on panels as appropriate.

Provide technical expertise to County Office administrators, staff, districts and the public concerning Human Resources policies, issues and rules.

Conduct classification and compensation studies, surveys and reviews; analyze positions and prepare analytical reports and recommendations regarding job titles and salary placement or other Human Resource matters.

Communicate with managers and employees to provide technical expertise related to Human Resources programs and functions, exchange information, resolve issues or concerns and coordinate activities.

Coordinate and organize workshops and meetings; maintain communication with speakers and participants; order, prepare, and assemble event handouts and related supplies and materials; organize and supervise registration and set-up; perform follow-up activities.

Identify needs or problems to be addressed within the County Office and recommend solutions; notify managers and others as appropriate.

Provide advice and recommendations regarding compliance with various laws, rules, codes and regulations related to Human Resources practices and employment.

Operate a computer and assigned Human Resources software; operate standard office equipment as assigned.

Prepare and administer a variety of records and reports related to assigned activities.

#### OTHER DUTIES:

Attend meetings and participate in professional organizations as assigned; serve on assigned teams.

Plan, organize and perform special projects involving Human Resources issues as directed.

Serve as department administrator in the absence of the Director.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Practices and procedures related to Human Resources functions.

Operations, policies and objectives relating to Human Resources activities.

Applicable sections of the State Education Code and other applicable laws regarding assigned Human Resources activities.

Laws, rules and regulations involved in test creation and validation, recruitment, compensation and classification activities.

Operation of a computer and assigned software.

Record management techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Research methods.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

#### ABILITY TO:

Perform a variety of technical duties and provide assistance to prospective and current personnel.

Perform a variety of technical duties related to the field of Human Resources including recruitment, examination, interviewing and employment of personnel.

Develop, prepare, analyze and administer a variety of Human Resources records and reports.

Apply, explain and enforce rules, regulations, policies and procedures related to the field of Human Resources.

Administer the employment process including employment application screening and processing other personnel-related documents.

Work independently with little direction.

Type at an acceptable rate of speed.

Operate modern office equipment, including a computer and applicable software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Work effectively with many interruptions.

Analyze situations accurately and adopt an effective course of action.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Human Resources Management and three years of responsible experience in personnel administration or related field with emphasis on professional level Human Resources experience involving recruitment, selection, examination, position classification, compensation and labor relations experience, including two years of administrative or supervisory experience.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

#### WORKING CONDITIONS:

#### ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.