

CONFIDENTIAL HUMAN RESOURCES ANALYST

DEFINITION

Under direction, plan, organize and perform analytical and technical duties related to personnel functions and to assist managers in their analysis and conduct of human resource activities and labor relations.

TYPICAL DUTIES

Assists with the development of policies in compliance with Federal, State and District legal requirements and policies; develops and maintains district-wide database for all employee training; creates and administers queries in PeopleSoft or other systems; consults with management to determine type, scope, and purpose of studies; reviews current District occupational data and compiles distribution reports, organization and flow charts, and other background information required for studies and job analyses; observes jobs and interviews workers and supervisory personnel to determine job and worker requirements; analyzes occupational data such as physical, mental, and training requirements of jobs and workers and develops written summaries such as job descriptions, job specifications, and lines of career movement; utilizes developed occupational data to evaluate and recommend improvements in methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs; provides support for affirmative action compliance, equal employment opportunity requirements, and other regulations and legislation relating to personnel; researches and compiles technical and other reports, manuals, handbooks, studies, summaries, analyses, etc. related to personnel or labor relations; develops and conducts salary and fringe benefit surveys as required; operates microcomputer equipment using word processing, database management, spreadsheet, graphics, and other software applications; assists with screening of applications for minimum qualifications; may assist with workshops and other training methods provided by Human Resources; may assist Human Resource Specialists and Technicians with processing functions and related tasks; may assist with Staff Development activities for District Office/Facilities Management, including surveys, plan development, and reporting; performs other related duties as assigned.

QUALIFICATIONS

EDUCATION/EXPERIENCE

A Bachelor's degree from an accredited college or university and two years of experience and/or training related to the job duties; or an AA degree and two additional years of experience.

KNOWLEDGE OF

Principles and practices of public human resources administration; job analysis techniques; statistical methods and techniques; classification study procedures; recruitment procedures; principles, practices and techniques of interviewing and personnel selection; test construction and administration; salary administration; principles of training and staff development; labor relations concepts and practices;

research methods and procedures; microcomputers and related software application; English grammar and usage; technical report writing; website design and maintenance.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; read, analyze, and interpret technical procedures, governmental regulations, classification and salary data; effectively present information and respond to questions from managers, clients, customers, and the general public; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; understand, interpret and apply human resources management laws, rules, regulations, standards, and policies; assist with individual and group training; develop, prepare, and present a variety of written reports, including routine correspondence and procedural instructions; perform statistical analyses; use microcomputers as a resource in analytical work; communicate effectively verbally and in writing; establish and maintain effective working relationships with staff and the public.

SUMMARY

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily; the requirements listed are representative of the knowledge, skill and/or ability required.