

HUMAN RESOURCES ANALYST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision, performs a variety of professional, technical, and analytical duties and responsibilities in administering OC San's human resources system including but not limited to recruitment, performance management, and training and development; may provide assistance in the areas of employee relations, compensation, and/or benefits administration; responds to questions and inquiries from employees and management staff in accordance with policies and procedures; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This classification is the third of five levels within the human resources job series. The focus at this level is both a technical and analytical role with work involving program implementation and related transaction processing, research and data compilation, and coordination activities. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the senior-level, and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Human Resources Analyst in that the latter performs the full range of journey-level professional duties assigned and is responsible for the more complex programs and projects that require a higher level of knowledge and skill in collaboration with other staff and may have OC San wide impact.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Participates in implementing assigned human resource programs, which may include recruitment, performance management, training and development, employee relations, classification, compensation, benefits, and/or other special projects.
- Reviews recruitment plans with management staff to determine applicant requirements; drafts job announcements and interview questions; performs initial screening and assessment of candidates through interviews, testing, and background checks; arranges further interviews for hiring decision-makers; provides guidance to managers on the selection of qualified candidates with regards to policies, procedures, and applicable laws, rules, and regulations.

- Assists in coordinating OC San's training program(s), including identifying recurring training needs, arranging for trainers, and working with trainers to ensure OC San's needs and expectations are addressed; administers the learning management system database; maintains training logs and records of completion; compiles reports as needed.
- Develops, conducts, and schedules new employee orientation programs; presents information to new employees regarding OC San mission, benefits, policies, and procedures.
- Administers the performance management program; provides recommendations to management on performance improvement plans and resolutions to personnel issues; conducts annual performance management training.
- Administers employee benefit plans; assists employees with insurance plan issues or problems; administers member eligibility updates and monthly invoice preparation; communicates new and revised information to employees and carriers through various media; prepares and distributes quarterly benefit updates to employees.
- Administers various wellness programs including flexible spending accounts and employee assistance program; researches additional wellness education resources and programs; makes recommendations to management staff for implementation.
- Assists staff and management with interpreting, implementing, administering, and enforcing the terms and conditions of collective bargaining agreements and meeting and conferring with bargaining unit representatives.
- Assists with consulting to management and Board members on public sector labor relations, preparing of management proposals, conducting cost analysis on contract proposals, working with management and employee organizations to resolve issues and solve problems, and providing advice to management on the application of the federal and state laws affecting the labor relations program.
- Assists in labor dispute processes, such as grievance and impasse procedures, and assists staff, management, and legal staff on resolving unfair labor practice charges.
- Conducts special research assignments, gathers and compiles data, and prepares reports.
- Implements and administers special human resources programs and projects, including employee recognition programs and volunteer or intern programs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, and techniques of human resources programs, including recruitment and selection, equal employment opportunity, and affirmative action, training and development, performance management, employee relations, labor relations, benefits administration, and/or related program areas.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Basic principles and applications of critical thinking and analysis.
- Principles and techniques of conducting research and studies, evaluating alternatives, making sound recommendations, and preparing effective reports.
- Principles and procedures of record keeping.
- Basic mathematic and statistical techniques.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Participate in implementing assigned human resource programs.
- Conduct research on a wide variety of human resources topics.
- Analyze, interpret, summarize, and present information and data in an effective manner.
- Apply critical thinking and analysis in completing assignments.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Communicate human resources information and policy/program changes to employees.
- Provide management with guidance and counsel on matters related to assigned human resources programs.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain a high level of integrity and confidentiality when dealing with sensitive human resources issues and personal information.
- Maintain accurate files and records.
- Make accurate mathematical and statistical computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in human resources, psychology, business or public administration, or a related field.

Licenses and/or Certifications:

None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.