

## PRINCIPAL 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 direction, develops, implements, and manages the most complex human resources programs and activities that have OC San wide impact; develops new programs or enhancements to existing programs; serves as OC San's expert and/or internal consultant on human resources programs; provides subject matter expertise and functional and technical direction to lower-level staff; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This classification is the fifth of five levels within the human resources job series responsible for performing the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series requiring advanced knowledge of the concepts, practices, procedures, and policies of human resources administration, as well as OC San operations. Positions at this level provide technical and functional direction and leadership to assigned staff. Assignments at this level have significant impact on OC San's operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Human Resources Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned human resources functions and programs within the department.

### **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.*

- Serves as an expert and/or internal consultant to management regarding the larger and most complex human resources programs with OC San wide impact; provides guidance and expert level advice relative to area(s) of assignment; provides assistance in various human resources studies impacting the whole organization.
- Participates in special projects including researching new programs and services, budget analysis and preparation, and feasibility analyses; develops and implements new or revised human resources systems, methods, and programs relative to area(s) of assignment; monitors progress in meeting goals and objectives; conducts updates with management staff to inform and advise on progress; and makes adjustments as necessary.

- Coordinates assigned services and program activities with other OC San departments; ensures compliance with OC San policy, bargaining unit agreements, and with federal, state, and local laws and regulations; responds to and resolves difficult and sensitive inquiries and complaints.
- Develops, implements, and conducts effective training programs in areas of expertise for management and employees; researches and evaluates effectiveness of various training programs.
- Conducts complex and specialized organizational and regional research, studies, and surveys relative to assigned area(s); gathers data and analyzes information, develops alternative recommendations regarding organization-wide policies, procedures, and programs to address identified issues/concerns, prepares reports and position papers for consideration by management, and implements approved recommendations.
- When assigned to programs and/or projects, provides leadership and guidance to others; as a program and/or project leader, directs, assigns, trains, monitors, and reviews the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; and develops and implements work improvements.
- 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:**

- Principles of providing functional direction and training.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Advanced principles, practices, and techniques of human resources programs, including recruitment and selection, equal employment opportunity, and affirmative action, training and development, performance management, benefits administration, and/or job analysis and classification and compensation analysis and administration.
- Advanced principles, practices, and techniques of employee and labor relations including conducting negotiations and workplace investigations, grievances, and meet and confer and dispute processes.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Advanced principles and applications of critical thinking and analysis.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned human resources programs.
- Principles and procedures of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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:**

- Oversee and administer assigned programs and/or projects and promote the individual professional growth and development of less experienced staff.

- Develop, implement, and manage the most complex human resources programs and activities that have OC San wide impact.
- Apply critical thinking and analysis to a broad range of situations and in reaching independent decisions.
- Develop and implement new or enhanced systems, methods, policies, and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise on program progress; make adjustments as necessary.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Communicate information and policy/program changes to employees.
- Provide management with guidance and counsel on human resources matters having OC San wide impact.
- Maintain a high level of integrity and confidentiality when dealing with sensitive human resources issues and personal information.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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.
2. Five (5) years of increasingly responsible work experience in human resource administration or analysis.

**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.