

HUMAN RESOURCES ANALYST

DEFINITION

Under direction, performs professional-level analytical work in one or more functions of the full range of human resources management; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the Human Resources Analyst series. Incumbents have specialized experience in and knowledge of one or more functions of the full range of human resources, such as employment law, human resources, and/or labor relations issues. This class is distinguished from Senior Human Resources Analyst in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Conducts research and provides daily operational support in a variety of human resources areas such as employment law, labor relations, recruitment, classification, salary and benefits administration, employee relations, training, organizational development, and risk management.
- Compiles, summarizes, and analyzes the results of such research, prepares recommendations, and makes presentations to management.
- Develops recommendations and implementation plans for personnel and human resources policies, procedures, projects, and programs.
- Conducts special studies, analyzes data and findings, develops recommendations, and makes presentations to management.
- Compiles and calculates costs of projects or programs; maintains program budget.
- Reviews and analyzes a variety of requests relating to human resources from both inside and outside the agency and makes recommendations to management for their resolution or disposition.
- Drafts reports and other documents relating to human resources issues, procedures, and programs, such as the Judicial Council's Equal Employment Opportunity Plan, budget change proposals, safety program, etc.
- Responds to inquiries from the staff, the courts, and management related to human resources matters and resolves problems or issues arising from such inquiries.

- Advises and assists judicial branch justices, court administrators, and management on human resources matters.
- Conducts investigations into employee allegations regarding discrimination, sexual harassment, and other complaints.
- Serves as staff to various committees.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- **May be required to travel statewide or nationwide in the most expeditious manner available as necessary.**

QUALIFICATIONS

Knowledge of:

- Principles, practices, and practical application of human resources and personnel administration programs.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Budget preparation and maintenance techniques.
- Principles and practices for conducting a variety of analytical studies.
- Principles and techniques of project management.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Interpret, explain, and apply requirements, rules, and regulations related to employment law and human resources policies and programs.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise reports, correspondence, and other written materials.
- Compile, summarize, and analyze information and data.
- Analyze and solve a variety of operational problems and policy issues.
- Use initiative and independent judgment within general policy guidelines.
- Maintain and prepare program budgets.
- Maintain confidentiality of information.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in personnel, public or business administration, or organizational psychology, and three years of professional analytical experience developing, implementing, and administering human resources programs.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

Two years as a Staff Analyst with the judicial branch in human resources management.