

SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized work in human resources; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Human Resources Analyst series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. This class is distinguished from Supervising Human Resources Analyst in that the latter is responsible for supervising human resources staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Serves as project leader and directs and reviews the work of other professional and technical staff on complex, large-scale, and specialized human resources and management studies.
- Designs and implements classification and compensation systems.
- Provides consultation on organizational development issues and develops short- and long-range organizational development plans.
- Designs and conducts needs assessment surveys and develops appropriate interventions.
- Identifies and proposes training workshops and designs a certified management training program and associated curricula development.
- Develops employee relations programs; coordinates the investigation of branch-wide complaints, such as Equal Employment Opportunity and sexual harassment complaints, and reports findings.
- Designs and implements performance appraisal systems appropriate for the various judicial agencies.

- Develops and implements risk management programs, including workers' compensation.
- Develops and implements specialized human resources policies, procedures, projects, and programs.
- Conducts analytical human resources studies, develops recommendations, and makes presentations to management.
- Develops and manages program budgets.
- Reviews legislation for impact on human resources programs
- Responds to sensitive or complex inquiries from the staff, the courts, and management relating to human resources matters, and resolves problems or issues arising from such inquiries.
- Serves as principal staff liaison to various committees

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles, practices, and practical application of specialized human resources and personnel management programs.
- Employment laws, rules, and regulations.
- Problem-solving and conflict resolution methods and techniques.
- Principles and techniques of project management.
- Budget preparation and management techniques.
- 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:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Interpret, explain, and apply requirements, rules, and regulations related to employment law and human resources policies and programs.
- Interpret and translate management concepts into practical goals and objectives.
- Apply problem-solving and conflict resolution methods and techniques.
- Prepare clear and concise analytical reports, correspondence, and other written materials.

- Compile, analyze, and summarize information and data.
- Analyze and resolve varied operational problems and policy issues.
- Manage and prepare program budgets.
- Maintain confidentiality of information.
- Operate personal computers and use 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, including one year of lead experience for those positions identified as lead.

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

One year as a Human Resources Analyst with the judicial branch.