

SUPERVISING HUMAN RESOURCES ANALYST

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized work in human resources; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Human Resources Analyst series. Incumbents are 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. In addition, incumbents participate in and supervise the design, planning, and implementation of a variety of human resources and management projects with minimal direction. Incumbents also participate in and supervise the most difficult and sensitive human resources and employee relations matters. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Participates in, coordinates, and supervises a variety of human resources and management projects and studies.
- Designs and conducts customer service surveys and develops appropriate work and/or operational improvements.
- Supervises the development and provision of training workshops for staff.
- Supervises and coordinates the investigation of staff complaints and their disposition.
- Develops employee performance plans and evaluates employee performance.
- Supervises and coordinates the development and administration of human resources policies, procedures, projects, and programs.
- Supervises and conducts special human resources studies, develops recommendations, and makes presentations to management.

- 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.
- Develops and manages program budgets.
- 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:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Advanced principles, practices, and practical application of human resources and personnel administration and programs.
- Employment laws, rules, and regulations.
- Advanced 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, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Interpret and translate management concepts into practical goals and objectives.
- 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, analyze, and summarize information and data.
- Analyze and resolve varied administrative and operational human resources problems and policy issues.
- Manage and prepare program budgets.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.

- 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 a minimum of one year of supervisory experience.

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 Senior Human Resources Analyst or two years as a Human Resources Analyst with the judicial branch.