

Senior Human Resources Analyst

JOB FAMILY DEFINITION

This classification falls within the Human Resources Job Family, encompassing a range of work in which incumbents are responsible for providing the full scope of human resources services (recruitment and selection, labor and employee relations, payroll and benefits, classification and compensation, workers' compensation, performance management, absence management, risk management, and organizational development) to the Judicial Council and on behalf of client courts. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing advanced journey-level professional analytical work and are considered subject matter experts with the highest level of knowledge, providing consultation to other human resources staff and management in areas including, but not limited to, organizational development; risk management; application of federal and state employment laws; classification and compensation; workers' compensation; and integrated disability management.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is distinguished from the Human Resources Analyst in that the Senior Human Resources Analyst regularly oversees large, complex and politically sensitive projects and programs. In addition, the Senior Human Resources Analyst provides advanced subject matter expertise and is considered a statewide resource with unique and/or specialized knowledge in a specific subject-matter area of critical importance to the judicial branch.

The Human Resources Analyst performs journey-level, professional work that includes program administration and management; independently researching and analyzing data with limited direction; producing original reports and reference materials; interpreting and explaining data, laws, policies and procedures; designing studies; and preparing and delivering training, as assigned.

The Senior Human Resources Analyst is distinguished from the Human Resources Supervisor in that the latter supervises two or more exempt-level Judicial Council staff, and may supervise other staff as assigned.

The Senior Human Resources Analyst classification requires the consistent exercise of discretion and judgment, using advanced knowledge, to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Designs and conducts classification and compensation studies and projects of complex and sensitive nature for the Judicial Council and various entities across the judicial branch including, but not limited to, job analysis/evaluation, internal equity, reclassifications, policy implication evaluation, salary structure development, job leveling, market analysis, salary grade assignment, and FLSA reviews for employees; prepare written reports of findings and makes presentations to management.

- Provides consultation to management and staff on policies and procedures pertaining to the assigned area of expertise; conducts complex analysis and make recommendations to management on ways to enhance current programs and practices throughout the judicial branch.
- Draft and review a variety of complex documents including memorandums, reports, and other documents such as FAQs, guides, templates, etc.
- Conducts workplace investigations and prepares investigative reports, as assigned.
- Drafts and negotiates labor contracts and personnel policies and procedures, as assigned.
- Designs and delivers training on human resources topics.
- Serves as mediator in employment-related disputes, as assigned.
- Conducts exit interviews; analyzes and compiles results, as assigned.
- Analyzes and resolves ADA/accommodation workplace questions, as assigned.
- Researches and develops content; analyzes complex and conflicting information; develops recommendations/conclusions; and prepares complex reports and documents.
- Researches industry standards, best practices, emerging technologies and guidelines.
- Provides customer service.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific professional human resource analysis aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and five (5) years of professional, exempt-level human resources experience developing, managing or administering human resources programs or functions. Additional directly related experience and/or education may be substituted on a year-for-year basis.

Possession of a Bachelor’s degree in a directly related field such as human resources, organizational development, etc. may be substituted for one of the years of required experience.

OR

Two years as a Human Resources Analyst for the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of a Human Resources Analyst in a California state government entity.

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Applicable federal, state, and local employment laws and regulations;
- Modern human resource systems, principles, practices, and concepts;

- Labor and employment law principles and practices;
- Principles and techniques of preparing effective oral presentations;
- Principles and practices of coaching and consulting;
- Business acumen;
- Organizational design concepts, functions, and roles;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Principles and practices of modern workers' compensation administration, as assigned;
- Principles and practices of leave, absence, and disability management, as assigned;
- Principles and practices of classification and compensation, as assigned;
- Advanced problem solving;
- Employment investigation principles and techniques, as assigned;
- Basic principles and practices of adult education and learning;
- Best practices and emerging technology;
- Principles and practices of group facilitation and building consensus;
- Initiative and independent judgment;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Facilitating group discussions and building consensus via persuasive reasoning;
- Conducting workplace investigations, as assigned;
- Providing public speaking and delivery of training;
- Working effectively under pressure, with multiple deadlines and changing priorities;
- Interpreting rules, laws, policies and procedures, and advising others regarding same;
- Developing policies and procedures;
- Exercising initiative and independent judgment within policy and legal frameworks;
- Monitoring and researching industry trends, solutions, and best practices;
- Gathering data, analyzing findings, and applying logic and reason;
- Interpreting, monitoring, and reporting information and statistics;
- Authoring complex reports and documents;
- Compiling, sorting, and articulating issues and substantiating recommendations and the impacts thereof;
- Exercising tact and diplomacy;
- Maintaining confidentiality;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*