

Associate 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 human resources paraprofessional work in transaction processing, basic research, and program/event coordination for functions including, but not limited to, Judicial Council and client courts payroll and benefit administration; classification and compensation; workers' compensation; absence management; pay, benefit, and leave issues; recruitment and selection; employee relations research; and employee events and programs. Incumbents are expected to have an entry-level knowledge of employment-related laws and agency personnel policies and procedures; and/or functionality of all modules in the Phoenix information system.

DISTINGUISHING CHARACTERISTICS

The Associate Human Resources Analyst is distinguished from the Human Resources Analyst, in that the Associate Human Resources Analyst provides support to various human resources functions with work focused on transaction processing, performing the day-to-day processes/operations of human resources programs, basic research and analysis, and represents the business in major system upgrades and deployment of the system to client courts. The Human Resources Analyst has responsibility for program administration and management; independently researching and analyzing data with limited direction; producing original reports and reference materials; interpreting and explaining information, data, laws, policies, and procedures; designing studies; and preparing and delivering training, as assigned.

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.)*

- Performs human resources program operations, functions, or events including, but not limited to benefits and payroll, recruitment, classification and compensation, employee and labor relations, ergonomics, records management, and leave/absence administration, ensuring policies and guidelines are followed.
- Participates in collecting data and information for assigned human resources function; assembling, reviewing, and doing preliminary analysis on the data and information collected; and summarizing results of the data collection.
- Assists in evaluating the work and workflow of the assigned human resources program or unit and assists in developing systems, identifying problems, considering alternatives, and recommending solutions.
- Gathers, researches, and validates requirements for information system changes, and performs testing of information system changes using existing test scripts, as well as creating new test

- scenarios, and prepares requirement documents for information system changes resulting from research, as assigned.
- Maintains position control and organization structure in the information system for client courts, as assigned.
 - Provides information system use expertise to client courts in modules, as assigned.
 - Extracts reports from information systems; monitors and reviews data; and resolves issues or consults with higher-level staff about outliers.
 - Creates and distributes surveys; participates in surveys; collects and compiles information; and conducts preliminary analysis of collected data.
 - Prepares drafts of documents and correspondence, brochures, reports, issue papers, process/procedural instructions, and/or presentations.
 - Participates, schedules, and assists with the preparation and delivery of training and other informational meetings to internal and/or external clients in assigned area.
 - Performs basic policy and procedure research; compiles information and conducts preliminary analysis; communicates and explains standard human resources policies, rules, and regulations.
 - Provides training to internal or external clients, as assigned.
 - 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)*

Positions assigned to payroll and benefits administration may be responsible for:

- Processing payroll transactions and ensuring that they are entered correctly and within deadlines;
- Processing leave, time and attendance information, and verifying the accuracy thereof;
- Providing assistance to employees, supervisors, and client courts with payroll and benefits questions;
- Auditing pay and benefit calculations; and
- Maintaining and updating data control in information system for client courts, as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, preferably in human resources, business administration, psychology, or a directly related field that would provide the knowledge and skills necessary for the assigned area. *An additional four years of professional human resources experience may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- None

KNOWLEDGE OF

- Basic understanding of modern human resources administration and its functions;
- Basic understanding of applicable federal, state, and local employment laws and regulations;
- Principles and practices of payroll administration, as assigned;
- Basic understanding and practices of benefits administration, payroll tax laws, and client court employee agreements, as assigned;
- Principles and practices of human resources recruiting, as assigned;
- Basic principles and practices of workers' compensation, as assigned;

- Principles and practices of records management, as assigned;
- Basic principles and practices of Human Resources Information Systems (HRIS);
- Understanding how the associated human resources/payroll principles and practices relate to the Phoenix system, as assigned;
- Business math concepts;
- Proper English grammar, punctuation, and spelling;
- Time, attendance, and leave policies, as assigned;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Understanding and explaining standard human resources rules and procedures;
- Providing accurate and timely processing of complex transactions;
- Exercising tact and diplomacy;
- Maintaining confidentiality;
- Providing customer service;
- Collaborating;
- Organizing tasks, meeting deadlines, and prioritizing competing demands within assigned projects;
- 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. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

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.*