

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 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 the full scope of professional, journey-level human resources work to the Judicial Council and client courts in assigned areas, including, but not limited to, classification and compensation, workers' compensation, performance management, absence management, risk management, labor and employee relations research, and organizational development.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst is distinguished from the Associate Human Resources Analyst in that the Human Resource 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 information, data, laws, policies and procedures; designing studies; and preparing and delivering training, as assigned. 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 and basic research and analysis.

The Human Resources Analyst is distinguished from the Senior 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 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.)*

- Performs professional, journey-level analysis and evaluation work in one or more assigned human resources functions.
- Researches and develops content; analyzes complex and conflicting information; formulates recommendations; and drafts documents.
- Analyzes human resource issues within context of applicable labor and employment laws; makes recommendations for action.

- Compiles and analyzes statistical information; develops recommendations/conclusions; and prepares reports.
- Develops and delivers training and conducts informational sessions, as assigned.
- Consults with, and provides technical expertise to employees, supervisors and managers, as assigned.
- 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, as assigned.
- Performs other duties of a similar nature and level, as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Positions assigned to classification and compensation may be responsible for:

- Conducting small to medium classification and compensation studies and projects independently or as part of a team;
- Providing consultation and guidance to management and staff, as well as court clients, regarding classification and compensation issues;
- Evaluating personnel action requests and making recommendations to management; and
- Participating in the Request for Proposal/procurement process.

Positions assigned to integrated disability management may be responsible for:

- Serving as point of contact for disability, leave and absence management;
- Managing and administering disability leave of absence under the purview of federal and state laws and regulations;
- Administering the self-funded workers' compensation program; and
- Coordinating health and safety activities, and investigating workplace accidents and/or exposures.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree, and three (3) years of professional human resources experience. *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.*

OR

Juris doctor with a focus on employment law or master's degree in human resources, organizational development.

OR

Two years as an Associate Human Resources Analyst with 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 an Associate Human Resources Analyst in a California Superior Court or California state-level 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;
- Business acumen;
- Organizational design concepts, functions, and roles;
- Project management principles;
- Principles and applications of critical thinking and analysis;
- Best practices and emerging technology;
- Problem-solving;
- Initiative and independent judgment;
- Disability wage replacement benefits and how they apply to federal and state leave entitlements, as assigned;
- Classification and compensation principles, methods, and practices, 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, interpreting, applying and explaining human resource rules and procedures;
- Providing project management, organization, and logistics;
- Monitoring deadlines, status, and compliance;
- Coordinating deadlines and prioritizing competing demands;
- 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 reports and documents;
- Compiling, sorting, and articulating issues and substantiating recommendations and the impacts thereof;
- Exercising tact and diplomacy;
- Maintaining confidentiality;
- Providing customer service;
- Collaborating effectively with others;
- 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.*