



CLASS SPECIFICATION

Class Code: 60000505
Date Established: 07/1973
Last Reviewed: 07/2021
Last Revised: 07/2021
Last Title Change:
FLSA: non-exempt
Probation: 12 months

HUMAN RESOURCES ANALYST TRAINEE

DEFINITION

Under direct supervision, performs technical and analytical entry level work in public human resources management; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with a major in human resources management or a closely related field; OR four years of full-time experience performing technical assignments and providing technical support for a public or private human resources program to include the use of standard Microsoft Office Suite applications (Word, Excel and Outlook at a minimum); OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Human Resources Analyst class series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This level is intended as a training position to enable incumbents to learn policies, procedures and specific techniques while assisting journey level Human Resources Analysts.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct routine recruitments by drafting job announcements and advertisements; determine appropriate markets for qualified applicants.

Evaluate and screen applications for employment by applying education and experience requirements to applicant qualifications to determine eligibility for competition in specific examinations; notify applicants of eligibility for examination and resolve appeals of eligibility determinations.

Evaluate examination scores and accompanying statistical examination and item analysis, determining the reliability of the examination process in order to recommend a qualifying pass point.

May conduct or participate in specialized presentations and training classes in accordance with County strategic needs and established time frames to update and maintain employee knowledge, skills and abilities, and enhance job performance.

Review classification requests for new or existing positions; compile information about job duties and responsibilities; analyze gathered information against classification factors to make recommendations for appropriate classification.

Create or revise class specifications, which describe essential duties, responsibilities, knowledge, skills, abilities, physical demands, and minimum qualifications through analytical review of position description questionnaires and other information provided by the relevant department for classification, recruitment, and examination purposes.

Provide support to special projects, assignments, and activities, performing research on human resources issues as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned areas.

Federal laws pertaining to human resources management such as affirmative action, sexual harassment, discrimination, Fair Labor Standards Act, American Disabilities Act and Equal Employment Opportunity.

Management information systems and software programs unique to the Human Resources department.

Washoe County's classification and compensation plans.

Ability to:

Understand the organization and operations of the County and outside agencies as necessary to assume assigned responsibilities.

Represent human resources programs, operations, and functions of the County to staff, management, elected officials, the public, community organizations and other government agencies.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Human resources functions and procedures including recruitment, selection, classification and compensation.

Methods and techniques of statistics, data collection and report preparation.

Ability to:

Analyze information, project consequences of proposed actions, formulate alternative solutions and provide appropriate response or recommendations.

Research, compile, tabulate, interpret and analyze data and information, including statistical analysis.

Read, interpret, and apply pertinent laws, statutes, codes, regulations, and standards, including administrative and departmental policies and procedures.

Write correspondence, administrative summaries, reports, and other documents to address the desired audience in a clear, concise manner using correct grammar and word usage.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer and a variety of software packages.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs. Ability to occasionally work outdoors.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.