



CLASS SPECIFICATION

Class Code: 60000506
Date Established: 08/1974
Last Reviewed: 07/2021
Last Revised: 03/2022
Last Title Change:
FLSA: exempt
Probation: 12 months

HUMAN RESOURCES ANALYST I

DEFINITION

Under general supervision, performs technical and analytical 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, AND one year of full-time professional experience in a public or private human resources program; 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 second 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. Incumbents are expected to work with greater independence than incumbents in the Human Resources Analyst Trainee class. Work assignments may be limited in nature and/or reviewed more frequently than the journey level Human Resources Analyst II class.

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 local, regional, and national recruitments by drafting job announcements and advertisements; determine appropriate markets for qualified applicants; use outreach efforts to attract skilled candidates for employment.

Identify appropriate exams and construct written, oral, performance or other examination and selection instruments, working with subject matter experts and conducting job analyses to determine appropriate selection factors and testing processes; research information and write examination questions, assessment center exercises, oral exam questions, performance tests and other selection exercises to be used in candidate evaluation.

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

Conduct employee investigations including those pertaining to Title VII complaints with a journey level Analyst; work with supervisors and managers to provide assistance, guidance and recommendations on other employee complaints related to County policy violations or inappropriate behaviors; may participate in more complex investigations with a journey level Analyst.

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

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.

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.

Serve as information resource on County human resources policies, practices, and procedures, responding to inquiries on the telephone and in person; interpret and apply human resources rules, procedures and provisions of collective bargaining agreements to resolve human resources problems, grievances and complaints.

May conduct special projects, assignments, and activities, performing specialized research on human resources issues to include writing reports which present and interpret data, identifying alternatives, and making and justifying recommendations.

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 area(s).

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to County human resources management, including the Washoe County Merit Personnel Ordinance, collective bargaining agreements, and Title VII

Countywide human resources policies such as affirmative action, sexual harassment, discrimination, and Equal Employment Opportunity.

Principles of employee relations investigative practices and related collective bargaining requirements.

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

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 agencies in a professional manner.

Counsel, advise and interact tactfully with applicants, employees, and others.

Conduct effective employee investigations, address employee issues and make recommendations on discipline while remaining neutral and exercising discretion and confidentiality.

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

Knowledge of:

Principles and practices of management and organization as applied to human resources management.

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

Principles and practices of human resources management and administration including recruitment, selection, employee relations, training, classification, and compensation.

Test construction, validation, and scoring.

Methods and techniques of statistical and administrative data collection and report preparation.

Ability to:

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

Exercise good judgment, discretion, logic, flexibility, and creativity in response to changing situations and needs.

Maintain confidentiality.

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

Identify, develop, and administer examinations and perform test validation work.

Operate Microsoft Office Suite applications and standard computer software applications.

Remain polite, tactful, diplomatic and provide a high degree of customer service.

Accurately interpret, apply, and explain pertinent laws, statutes, codes, regulations, and standards, including administrative 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.

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

Communicate effectively both orally and in writing and tailoring the message to the intended audience.

Develop, 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.