



## CLASS SPECIFICATION

Class Code: 0507  
Date Est: 08/1974  
Last Rev: 03/2019  
Last Title Chg:  
FLSA: exempt  
Probation: 12 months

### SENIOR HUMAN RESOURCES ANALYST

#### **DEFINITION**

Under general direction, provides, leads or supervises services related to one or more assigned human resources program areas; performs sensitive and in-depth analytical work in 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 business administration, public administration, human resources or a closely related field AND four years of professional experience in a public or private human resources program to include at least two years of recruitment experience; 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 supervisory level in the Human Resources Analyst class series. It is distinguished from the Human Resources Analyst II in that incumbents maintain a reduced recruitment workload in order to perform sensitive, complex or specialist assignments, and are responsible for supervision of technical and support staff.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and support staff; may exercise direct or functional supervision over professional staff.

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

Act as the primary consultant for assigned human resources area(s) such as recruitment and selection, classification and compensation, employee development and/or employee relations; develop plans to meet current and future service needs regarding these areas to enhance the delivery of service provided to other County departments.

Oversee assigned area(s) by reviewing and recommending improvements in work methods, techniques, systems and equipment; develop, recommend and implement organizational or procedural changes to facilitate decision making and more effective operations.

Assist departments with performance management strategies consistent with Washoe County core values and competencies that provide clarity of direction, clear feedback and accountability; partner with business leadership and Human Resources management to ensure consistency of approach, message and execution.

Supervise assigned technical and support staff including professional development, coaching and mentoring, training, work assignments and review, performance appraisal and discipline; provide functional supervision for Human Resources Analysts including training in proper work methods and techniques, coordinating leave requests and providing input for performance evaluations.

Serve as primary information resource for assigned areas, County Human Resources policies, practices and procedures; respond to inquiries on the telephone and in person; interpret and apply federal laws, state statutes and County Human Resources rules, procedures and provisions of collective bargaining agreements to resolve Human Resources problems, grievances and complaints.

Perform technical and analytical work of an in-depth, complex, or sensitive nature in the area of assignment to assist in meeting service goals and objectives for the division/department.

Conduct complex and diverse projects including extensive/long-term projects requiring advanced research and analytical skills; develop action plans, involving all stakeholders and maintain constant level of conduct with appropriate staff; develop communication strategies and conduct employee communications to foster positive change management and employee involvement in continuous improvement; present findings both orally and in writing which present and interpret data, identify alternatives, and justify recommendations.

May perform any of the Examples of Duties found on the Human Resources Analyst II job class specification.

Resolve Human Resources problems by evaluating and investigating the circumstances to provide alternative courses of action and advice to employees, management, applicants, and others.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **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 policies and procedures.

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

Management information systems and software programs used in the assigned area.

Washoe County's classification and compensation plans, including the County's job evaluation methodology.

Federal, state and local laws, statutes, codes, regulations and standards pertaining to County Human Resources administration, including the Washoe County Merit Personnel Ordinance and collective bargaining agreements.

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

Integrated talent management practices and processes; trends in human capital management.

#### **Ability to:**

Select, supervise and evaluate the performance of assigned staff.

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

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

Develop and present employee development programs.

Ability to apply enterprise classification knowledge and assist in maintaining organizational consistency.

Ability to manage business partnerships with external providers of services and internal stakeholders.

**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, organization, supervision and training.

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

Principles and practices of Human Resources Management and Administration including recruitment, selection, classification and compensation; employee learning and development; workforce planning, and employee relations.

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 make appropriate responses or recommendations.

Evaluate operations, develop, recommend and implement operational alternatives.

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

Develop and administer examinations and perform test validation work.

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

Promote continuous innovative learning.

Work cooperatively with other departments, outside agencies and boards, elected officials, management, staff and the general public.

Interview, counsel, advise and interact tactfully with applicants, employees and others.

Write correspondence, memoranda, administrative summaries, reports and other documents.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer and a variety of software packages.

Maintain confidential data and information.

Establish and maintain effective working relationships with those contacted in the course of work.

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

Ability to work in a standard office environment and use standard office equipment. 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 be considered a substitute for work performance standards.*