



CLASS SPECIFICATION

Class Code: 60000508
Date Established: 08/1974
Last Reviewed: 07/2021
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Last Title Change:
FLSA: exempt
Probation: 12 months

HUMAN RESOURCES ANALYST II

DEFINITION

Under direction, performs advanced technical and analytical journey 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, AND two years of full-time professional experience in 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 full journey level class in the Human Resources Analyst series. It is distinguished from the Human Resources Analyst I by its ability to complete assignments independently. An incumbent receives little supervision in performing analytical work in the areas of classification, compensation, recruitment, examination, and employee relations.

SUPERVISION EXERCISED

Exercises no supervision.

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

Develop plans to meet current and future recruitment and selection needs by conferring with management on appropriate strategies to meet specific requirements and timelines.

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.

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.

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.

Conduct employee investigations pertaining to Title VII complaints; work with supervisors and managers to provide assistance and guidance on other employee complaints related to County policy violations or

inappropriate behaviors; participate in more complex investigations or when the supervisor has no previous investigative experience.

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

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.

Work with Human Resources Manager as necessary to strategize succession planning to assist managers in identifying and developing future leaders.

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 resource rules, procedures, and provisions of collective bargaining agreements to resolve human resource problems, grievances and complaints.

May provide staff support to the Human Resources Director during the collective bargaining process by researching and compiling information on salaries, human resources practices, and related issues.

Conduct special projects, assignments, and activities, performing specialized research on human resource issues to include writing reports which present and interpret data, identifying alternatives, and making and justifying recommendations; assist in researching and drafting new and existing County policies.

May act as a technical lead for Human Resources Analyst I's to include training and development, establishment of work procedures, and input into performance evaluations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

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 and collective bargaining agreements.

Washoe County's classification and compensation plans.

Ability to:

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

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

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 administration.

Federal and state laws pertaining to human resources management such as affirmative action, sexual harassment, discrimination, Fair Labor Standards Act, American Disabilities and Equal Employee Opportunity, as well as the Washoe County Merit Personnel Ordinance, collective bargaining agreements, and Title VII.

Principles and practices of human resources management including recruitment, selection, classification, and compensation.

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

Test construction, validation and scoring.

Ability to:

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

Conduct classification and compensation studies.

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.

Conduct effective employee investigations while remaining neutral and exercising discretion and confidentiality.

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.