



CLASS SPECIFICATION

Class Code: 18426
Date Est: 12/2017
Last Rev:
Last Title Chg:
FLSA: exempt
Probation: 12 months

HUMAN RESOURCES ANALYST LEAD

DEFINITION

Under general direction, provides oversight over one or more assigned human resources program areas including technical and lead direction over staff; 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 three years of full-time 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

Although the Human Resources Analyst Lead carries a full recruitment workload, it is distinguished from the Human Resources Analyst II by its responsibility for, and oversight of, one or more assigned program areas including technical and lead direction over staff. It is distinguished from the Senior Human Resources Analyst in that the latter has full supervisory responsibilities.

SUPERVISION EXERCISED

Provides functional supervision over professional and paraprofessional human resources staff.

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

Oversee and lead assigned program area(s) by reviewing and recommending improvements in work methods, techniques, systems and equipment to evaluate and improve the effectiveness, efficiency and utility of operations; preparing and developing advertising material; planning and developing current and future testing procedures including on-line testing; participating in, and coordinating career and job fair opportunities both internally and externally.

As part of a collaborative team, may act as lead or primary consultant for County departments in regard to workforce planning, recruitment and selection, classification and compensation, employee development and employee relations.

Lead, plan and review the work of Human Resource Analysts and Specialists; provide training in proper work methods and techniques, coordinate leave requests, provide input for performance evaluations.

Develop communication strategies to foster positive change management, engage employee involvement in continuous improvement, and to assist in meeting service goals and objectives for the department.

Perform any and all of the Examples of Duties found on the Human Resources Analyst II job class specification.

Attend human resource related seminars and conferences; read industry journals and magazines to stay current on trends and legal requirements.

Initiate and maintain a variety of resources materials, including procedural manuals, brochures and announcements.

Serve as the primary resource for resolving recruitment issues and problems by evaluating and investigating circumstances to provide alternative courses of action and advice to employees, management, applicants and others.

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).

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

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.

State and local laws, statutes and codes such as the Washoe County Merit Personnel Ordinance and collective bargaining agreements.

Ability to:

Train, lead, coach and assist in development of new team members.

Develop and present a variety of development programs.

Apply enterprise classification knowledge and assist in maintaining organizational consistency.

Manage business partnerships with external providers of services and internal stakeholders.

Equitably apply federal, state, and local legislation covering recruitment, selection, and diversity matters.

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

Knowledge of:

Test construction, validation and scoring.

Principles and practices of human resources program management, transactions and records as related to area of assignment.

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

Ability to:

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

Think independently, make decisions in the absence of supervision and complete projects independently.

Evaluate operations, develop, recommend and implement operational alternatives.

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

Maintain composure and communicate effectively under stress; work cooperatively, collaboratively and tactfully with all those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

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

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

Ability to work in a professional office environment. Ability to operate standard office equipment including, but not limited to, 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.