

HUMAN RESOURCES ANALYST (ON ASSIGNMENT TO: TRAINING CONSULTANT)

NEEDS TO BE COMPLETED

FUNCTION

Performs professional advanced journey-level work involved development and coordination of centralized training in the classification and compensation of county employees, development and maintenance of policy and procedure, and other human resource related special projects.

SUPERVISION RECEIVED

Work is performed under direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in performing assigned tasks and in formulating recommendations in accordance with established policies, procedures and public Human Resources administration practices. Work is reviewed through conferences and results achieved.

SUPERVISION EXERCISED

Supervision may be exercised directly over assigned Clerical/Technician/Paraprofessional personnel. Exercises technical and functional supervision of staff members.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS

1. As assigned, assigns, trains, monitors, schedules, oversees or directly supervises and reviews the work of subordinate clerical/technicians/paraprofessionals. Assists in interviewing and screening applicants, preparing corrective actions and recommending disciplinary actions. Completes employee evaluations including the preparation of performance plans.
2. Assists wherever needed to perform duties of department and in giving help in complex situations.

CLASSIFICATION AND COMPENSATION:

3. Performs job studies to ensure compliance with applicable State and Federal laws, rules and regulations for purposes of maintaining the County's system of position classification. Performs thorough analysis to formulate and prepare recommendations.
4. Conducts position evaluations to include conducting on-site job audits and interviews of incumbents and supervisory/management staff, surveying other entities for gathering comparable data and researching other applicable data sources to perform thorough analysis. Formulate and prepare recommendations of placement within the classification and compensation systems.
5. Determines and recommends appropriate overtime eligibility and exemption status of classifications in accordance with the Fair Labor Standards Act (FLSA) guidelines.
6. Prepares classification specifications which includes additions, modifications, abolishments, and consolidations.
7. Conducts and responds to classification, compensation and benefit surveys. Prepares formal classification, compensation and benefits survey instruments. Collects, compiles and analyzes classification, salary and benefit survey data and prepares recommendations.
8. Coordinates and monitors performance planning and review systems providing technical assistance and guidance to supervisors. Works with employee focus and occupational groups to gather information and seek their recommendations for improvement, modification and utilization of the performance systems.

SPECIAL PROJECTS:

An employee in this class series may perform any or all of the following duties and responsibilities. Additionally, an employee may receive special assignments or projects not reflected in this list.

9. Develops, implements and administers new programs, methods and procedures to increase division efficiency and quality of work and to enhance existing Human Resources programs.

10. Maintains proficiency in the use of various software packages. Provides ongoing technical assistance in the use of computer system.
11. Responds to specific requests for studies, information and professional assistance in Human Resources and Labor Relations matters.
12. Studies, analyzes and evaluates human resource-related matters and develops recommendations.
13. Interprets policies, rules and procedures.
14. Assists Division Manager on matters related to the operation of the office to include assisting in the development of office policies and procedures.
15. May investigate discrimination and harassment complaints and mediate employee grievances.
16. Provides technical assistance to other personnel in implementing new or modified programs/systems.
17. Prepares detailed reports and statistical data.
18. Performs special assignments as requested.
19. Performs related work as required.

WORK CONTACTS

Regular contact with associate personnel, employees, other county departments, state and federal agencies, private and public entities, and the general public to gather required information, promote programs, provide service, provide explanations, coordinate activities, respond to inquiries, and resolve problems.

CONDITIONS OF WORK

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional lifting of 25 lbs. or less. Requires frequent usage of Video Display Terminals (VDT).

All employees of Mohave County are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. All employees are considered to be available for these types of events and will immediately respond, in accordance with County Emergency Operations Plan, when directed by the Chairman of the Mohave County Board of Supervisors, County Manager, the Homeland Security/Emergency Management Coordinator, or when directed by his department director/elected official and/or immediate supervisor. Such call to respond and assist may involve those activities assigned to his regular job responsibilities and incorporate other non job related duties as necessary and required of an employee to respond to the emergent matter at hand. An employee's response to these matters may require the working of unusual, long hours over a possibility of an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and department director/elected official to discuss their requirement for response.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of:

- public Human Resources administration, including classification and compensation, wage and hour laws, recruitment and examination, affirmative action, equal employment opportunity, and training and employee development.
- relevant federal, state and county laws, rules and regulations as they relate to public human resource administration.
- County government organizational structure including departmental functions, occupations and job content.
- interviewing techniques and statistics as applied to treatment of test and survey data.

Specialized knowledge of:

- principles of administration, supervision, training and evaluation.
- staff research work and training.
- human behavior, individual differences, motivation and attitudes and their measurement and evaluation.
- computing literacy involving mainframe and microcomputers to include utilization of word processors, electronic spreadsheet applications and graphics.

Skill in:

- effectively utilizing computer systems and applications, mainframe and microcomputers, in the performance of work assignments, such as electronic spreadsheets, word processing and graphics.
- operating office equipment efficiently and effectively to include typewriters, calculators and other office equipment relative to area of assignment.

Ability to:

- understand, interpret and apply pertinent federal, state, county, and departmental laws, rules, regulations, policies, and procedures encountered in the performance of assignments.
- interview, question, and extract required and valid information for purposes of performing analysis to formulate and prepare recommendations.
- exercise initiative and work independently.
- plan, assign, supervise, train and evaluate the work of clerical/technician/paraprofessional staff.
- communicate effectively both orally and in writing with persons of diverse ethnic, educational and economic backgrounds, and at all levels of employment and management.
- maintain objectivity and freedom from prejudice and to exercise judgement and understanding in all human resource management situations and maintain confidentiality.
- deal with problems which may be controversial or sensitive in nature.
- learn and apply new techniques and to devise new methods and procedures.
- prepare clear, concise reports and to make oral presentations.
- respond with resourcefulness to new or trying situations and to adjust to frustrations and constraints.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- fulfill all physical requirements of the class.

ACCEPTABLE EXPERIENCE AND TRAINING

Any acceptable combination of education and experience equivalent to three – five (3-5) years progressively responsible experience in Human Resources administration preferably in public Human Resources administration involving classification and compensation, and policy and procedure development responsibilities (a Bachelor's degree in Human Resources Management, Public or Business Administration or a related field is desirable). OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

NECESSARY SPECIAL REQUIREMENT

Must possess a valid driver's license. Must provide acceptable driving history at no cost to the County.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY: Professional/Administrative
FLSA STATUS: Exempt (Classified)
CLASS CODE: 2588
PAY RANGE: 15
EFFECTIVE DATE: July 1, 2005