



Human Resources Analyst

Category: Classified/Excluded
Pay Grade: C26
Job Code: 20140

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced level professional work developing, implementing, and maintaining a variety of human resources management programs.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Performs professional level assignments in any combination of human resources functions including total compensation, employment, employee relations, training, volunteer services, and other human resources programs;
- Coordinates, administers, and communicates assignments and projects interacting with employees, supervisors, managers, vendors, and customers on a wide range of policies and procedures that implement pay, recruitment, health, retirement, employee relations, and communication on agency human resources support and activities;
- Analyzes, researches, and makes recommendations to improve human resources policies, procedures, and programs to include preparation of human resources program related studies and reports for senior management and Personnel Board approval;
- Interviews employment applicants, explains the Merit System, reviews applications, and counsels applicants failing to meet qualifications;
- Provides end user and business process support across the various Human Resources applications;
- Interviews and counsels employees on County policies, procedures, rules, and benefits addressing job classification, benefits, recruitment, grievances, career development, performance evaluations, and other matters;
- Analyzes position audit questionnaires during position classification reviews, conducts field interviews, audits positions, and prepares and revises position descriptions/class specifications;
- Conducts wage and salary surveys, and prepares related charts, spreadsheets, and reports;
- Defends findings of cyclic reviews in meetings with affected employees, department directors, and Appointing Authorities, and at appeal hearings before the Personnel Board;
- Assists managers and supervisors with benefit plan administration including counseling parties on health benefits, retirement, short/long term disability, family/medical leave, and other matters;
- Plans, prepares, and conducts employee training and staff development programs, new employee orientation, and pre-employment classes;
- Prepares training schedules accommodating all organization members;
- Authors, updates, and distributes documents and publications, which include training catalogs, employee manuals, management/supervisory notes, performance review manuals, and other employee development materials;
- Pursues recruiting at high schools, colleges, technical schools, job fairs, and in the general community;
- Performs data processing related duties including using statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming;
- Assists with budget preparation;

- Serves as liaison with other departments, vendors, and consultants;
- Researches and recommends procurement of hardware and software and monitors maintenance contracts and consultant services prior to authorizing payments;
- Trains users in the operation of departmental computer applications;
- Coordinates and assists with information processing;
- Assists with website updates and revisions;
- Advises management on applications to assist department operations; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in human resources management, personnel administration, business, public administration, or related field; and seven (7) years of professional experience that includes two (2) years of professional experience in the job's specialized field or assignment (such as classification, recruitment and selection, benefits, employee relations, employee development, human resources information systems, or other specialized human resources area of assignment or; an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific human resources programs and functions.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of public human resources administration;
- Knowledge of principles, methods, and techniques relevant to labor classification and compensation;
- Knowledge of principles, practices, and techniques relevant to recruiting qualified employment applicants;
- Knowledge of statistical concepts and methods used in examination processes and in salary survey work;
- Knowledge of methods and techniques of employee training and principles of course development and skill in designing training programs to meet needs of department employees or other target audiences;
- Knowledge of office automation, statistical, database, and integrated software;
- Knowledge of data analysis and research techniques, methods, and processes;
- Knowledge of governmental purchasing, personnel, and budget practices and procedures;
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems.
- Skill in public speaking and ability to tactfully deliver accurate and understandable counsel, in response to inquiries or complaints;
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to express oneself clearly and concisely, orally or in writing;
- Ability to analyze data, exercise sound judgment, prepare reports, and maintain supporting records;
- Ability to apply computer applications and software;
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others;
- Ability to perform technical computations and analyses, generate reports, and sort and categorize data.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.