

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**HUMAN RESOURCES ANALYST (PRINCIPAL)**

**CLASS SUMMARY:**

Under general direction, plans, organizes, coordinates and supervises complex, professional level personnel work in recruitment, selection, position classification, employee relations, training, employee benefits, workers' compensation, and/or risk management; conducts analytical studies relative to personnel and human resources issues; provides staff support to the County's management team.

Incumbents supervise subordinate professional staff and act as in-house consultants in all areas of human resources to County management and departmental staff. As the highest level in the Human Resources Analyst series, incumbents are considered to be an expert in their field and require very little supervision other than for policy direction.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Human Resources Manager** class which manages generalist teams in the service delivery of broad human resources functions to County departments.
- **Human Resources Analyst (Senior)** class which is the advanced journey and/or lead level class in the Human Resources Analyst series.

**SUPERVISION RECEIVED AND EXERCISED:**

Supervision is provided by the Director, Assistant Director of Human Resources, and/or Human Resources Manager.

Employees in this class supervise employees in the classes of Human Resources Analyst (Senior), Human Resources Analyst, Human Resource Analyst (Entry), and/or technical and clerical level staff.

**ESSENTIAL DUTIES:**

This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Serves as a consultant to departments to identify and solve complex, technical and sensitive problems related to human resources issues.

May manage the employee relations meet and confer process; act as the chief spokesperson in negotiations, analyze proposals, and prepare management positions; and participate in strategy development, strike planning and conference sessions with employee representatives.

Conducts annual audits of personnel policies and procedures related to recruitment, examination and selection.

Performs supervisory duties including but not limited to assigning work, establishing and reviewing

work product, evaluating performance, providing training, coaching, mentoring and guidance, ensuring training completion, and assisting with difficult or complex work or issue resolution.

Manages, plans and directs subordinate staff and/or directly works in completion of the following responsibilities:

- Developing and implementing recruitment and selection plans to fill anticipated and actual position vacancies; analyzing job content; analyzing and determining the need to fill vacancies using promotional/open examinations; determining the recruitment period; designing and coordinating preparation of examination announcements, brochures and advertisements; developing selection devices distinguishing applicants based on knowledge skills and abilities; reviewing test results to ensure appropriate effectiveness and reliability; setting pass points; provides career counseling as requested; coordinating the recruitment calendar, cooperative testing activities and/or certification activities.
- Conducting classification studies to determine appropriate allocation of positions; reviewing requests to classify new positions and/or reclassify existing positions; determining the need for reclassification analysis, impact of change on other positions and impact on classification concepts; analyzing job content, level of difficulty, complexity of work, supervisory relationships, and other factors affecting classifications; writing and/or reviewing draft classification specifications; presenting recommendations to departmental representatives, affected employees and the Civil Service Commission; representing the County in employee appeals.
- Conducting compensation analysis studies to determine appropriateness of salaries and benefits or to provide information needed to determine annual salary adjustments; determining and comparing classification concepts internally and in the relevant labor market; analyzing agencies used for labor market salary comparison and recommending change/substitution as appropriate; collecting, compiling and evaluating salaries and benefits provided to comparable classifications in the relevant labor market; recommending changes in salaries and/or benefits and providing analysis regarding impact on related classifications; presenting recommendations and survey information to the Board of Supervisors and/or employee representatives; may coordinate maintenance of the Compensation Plan.
- Providing consultation to department representatives on personnel, employee relations and human resource matters; providing procedural information based on interpretation of memoranda of understanding, personnel rules, laws and regulations; assisting in management's handling of progressive discipline actions and grievances; recommending job restructuring to prevent unnecessary classification changes, accommodate work restrictions and employment of the disabled, or provide career development opportunities; providing technical expertise in selection; assisting department managers in addressing sick leave abuse, work performance and working conditions problems; may represent management and/or serve as fact finder in the grievance or appeals processes; mediating grievances and appeals at the informal stages.
- Coordinating employee benefit and workers' compensation programs; advising employees on workers' compensation claim procedures, required documentation and probable disposition; serving as an intermediary between employees and the third-party claims administrator in securing information, resolving problems and processing claims; researching and compiling data to provide information needed to evaluate and maintain County benefit programs.
- Identifying worker, supervisor and management training needs; researching and providing information on available training sessions; recommending selection of training participants;

developing and presenting technical training on an individual or group basis on personnel, employee relations and human resources issues; may coordinate countywide staff training and development activities.

- Preparing language for memoranda of understanding, other official documents, and side letter documents as well as procedures to implement and interpret agreements; coordinating implementation of new agreements by conducting briefing sessions; coordinating specific issues or segments of the employee relations process; presenting staff recommendations on specific issues to the Board of Supervisors.
- Assisting department managers in staffing and organizational analysis, work simplification and/or other matters affecting use of human resources and working conditions; coordinating such consultative services with other County Administrative Office (CAO) representatives; maintaining departmental organization charts and ensuring accuracy with position allocation and control systems; analyzing legislation and litigation and/or research and making recommendations on countywide human resource, personnel administration, employee relations and/or other administrative matters.
- Organizing and implementing policies for compliance with the Americans with Disabilities Act (ADA); reviewing and analyzing employee requests for job accommodations and determining if employees meet the qualifications under the ADA and facilitating reasonable accommodations; developing and implementing risk management programs designed to reduce the frequency and severity of liability losses; reviewing and analyzing liability claims for adequate loss control and corrective action.
- Managing a caseload of leave requests and coordinating these cases with workers' compensation claims, FMLA, or other leaves of absence.
- Maintaining professional knowledge in applicable areas and keeping abreast of changes in job-related rules, statutes, laws and new business trends; making recommendations for the implementation of changes; reading and interpreting professional literature; attending training programs, workshops and seminars as appropriate.
- Assisting in directing, planning and coordinating activities to ensure compliance with state/federal Equal Employment Opportunity (EEO) laws and County policy(ies). Assisting in investigating and resolving harassment, EEO, and discrimination complaints.

Performs other duties of a similar nature or level as assigned.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

##### **Education:**

Bachelor's degree is required from an accredited college or university, with a major preferably in Business Administration, Public Administration, Human Resources, or a closely related field.

##### **Experience:**

Four (4) years of professional level experience in personnel work including recruitment, selection, classification, labor relations or risk management. Three (3) years of the personnel experience must have been related to public agencies.

**Note:** Additional experience may substitute on a year for year basis for the educational requirement.

**LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

Possession of or ability to obtain a valid Class C California driver's license may be required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Standards and accepted principles and practices of supervision, leadership, motivation, team building, organization, training and conflict resolution.
- Job analysis principles, practices and techniques.
- Principles, laws and regulations affecting employee selection, pay equity, and employee relations and workers' compensation in the local public sector.
- Principles and practices of negotiation, mediation, administrative consultation and fact-finding including effective, interest-based negotiation practices.
- Recruitment techniques and practices.
- Design and use of selection devices including oral exams, structured written exams, and/or performance exercises as applicable to occupations found in local government.
- Principles and practices of whole job evaluation.
- Discriminatory practices and methods of eliminating discrimination.
- Item analysis and other methods of determining test effectiveness and reliability.
- Test content validation methods and practices.
- Principles, practices and methods of salary analysis, performance appraisal, training needs assessment, and staff and organizational development.
- Methods of job restructuring to accommodate employees with disabilities, prevent unnecessary classification change and promote career development.
- Appeal and grievance processing practices.
- Scope of bargaining and practices governing employer/employee relations within the parameters of Meyers, Milias, Brown Act (Government Code 3500 et seq.) (MMBA)
- Training needs assessment and evaluation practices.
- Principles of staff development and training on employee relations issues/topics.
- Organizational structure and services provided by California Counties.
- Legal and political environment affecting local government.
- Automated personnel systems.
- Principles and practices of risk management, safety, ADA and staffing.

**Skill and/or Ability to:**

- Supervise professional and technical staff.
- Negotiate, understand and implement multiple bargaining units' Memoranda of Understanding.
- Define problems, collect, interpret, and evaluate data and develop solutions to problems.
- Plan, organize and/or prepare research and statistical studies.
- Conduct and make recommendations based on job analysis and job evaluation.
- Develop and implement effective recruitment plans and valid selection processes.
- Set minimum qualifications and test pass points.
- Write classification specifications.
- Develop written, oral and performance exams.
- Provide career counseling; conduct staffing and organizational analysis.
- Conduct training needs assessments.
- Provide consultation to agency managers and prepare and present clear and concise recommendations on personnel, human resource, employee relations and other administrative issues.
- Utilize customer service techniques to de-escalate customers in difficult or confrontational situations.
- Conduct salary analysis and make sound compensation recommendations.
- Determine the relevant labor market for salary comparison and employee recruitment purposes.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change(s) effectively.
- Develop and manage complex budgets.
- Prepare contract provisions, resolutions and ordinances.
- Plan, organize and coordinate safety and risk management activities; develop, implement and evaluate safety and risk management policies and procedures.
- Interpret and apply laws, regulations, ordinances and rules relating to liability, safety, workers' compensation and benefit programs.
- Interpret political and administrative direction and incorporate into operational policy and procedure.
- Communicate clearly, concisely, and effectively, both orally and in writing, with people of diverse backgrounds; compose correspondence independently.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, and establish a cooperative and credible working relationships with others.
- Represent the department in meetings with representatives from various County and non-

County organizations, with customers, and/or with the general public.

- internal partners,
- Operate office equipment.

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL REQUIREMENTS:**

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive and process detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

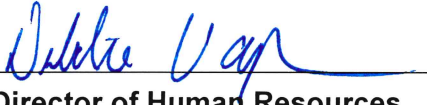
**WORKING CONDITIONS:**

- **Office Work:** Employees in this class will most often be working in an office setting.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working Alone:** Employees in this class may be working after regular duty hours during the week and/or on weekends, and thus may be working alone for extended periods of time.

**OTHER REQUIREMENTS:**

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- **Independent Travel:** Incumbents are required to travel independently, for example, to conduct training and/or perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

**CLASS HISTORY AND CLASS INFORMATION:**



**Director of Human Resources**

- Date Approved by the Director of Human Resources: 07/27/04
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 08/01/04
- Date(s) Revised: 04/22/14 and 09/10/23
- Date(s) Retitled and Previous Titles of the Class: 07/03/05; Personnel Analyst (Principal)
- Class Code: 197030