



HUMAN RESOURCES ANALYST



Description:

Under direction, performs a variety of journey level work related to classification, employment, equal employment opportunity or other human resources programs as assigned; performs related duties as required.

Distinguishing Characteristics:

Positions in this journey-level class are characterized by their responsibility to carry out varied assignments in one or more areas of the Human Resources Division, San Bernardino County Fire and Special Districts. Incumbents are assigned complex analytical recruitment and classification work with minimal supervision and instruction. Positions in this class differ from the Human Resources Technician in that the latter provides less demanding technical support. Positions report to the Assistant Division Manager, Human Resources.

Duties may include, but are not limited to:

1. Prepares job advertisements, announcements and recruitment plans based on an analysis of special recruitment needs for the designated San Bernardino County Fire or Special Districts classifications.
2. Evaluates applicant's qualifications to determine eligibility for participation in the selection process; explains procedures and minimum requirements, and seeks to resolve complaints; develops rating system for screening applicants; recommends eligible candidates for examination.
3. Analyzes and evaluates the written, oral and performance screening and selection techniques and tools used in assigned San Bernardino County Fire or Special Districts classifications; develops and reconstructs examinations as required to ensure job relatedness and job content validity; develop, manage and implement all Assessment Centers.
4. Assists San Bernardino County Fire and Special Districts with selecting panel members and tools for examinations; compiles examination scores based on ratings by panel members.
5. Conducts job analysis of jobs where no source documents are available; establishes desirable qualifications to be used for recruitment; defines and identifies critical job elements and determines appropriate skills necessary to perform job tasks; develops selection plans to test critical job elements; develops tests and/or works in conjunction with test development companies for written test creation, implementation and evaluation.
6. Assists San Bernardino County Fire and Special Districts with methods and procedures for improving their screening and selection process; communicates current state, federal, and local legislation and policies affecting selection and/or procedures.
7. Develops specialized recruitment plans for hard-to-fill classes where protected group members have been underutilized.

8. Assists in conducting new position study, special study, and occupational unit study classification reviews using job evaluation techniques.
9. Reviews class specifications and position classification questionnaire forms in preparation for desk audits or amendments; collects background occupational and job comparison data; conducts interviews with incumbents and appropriate supervisors in positions under review.
10. Analyzes positions to determine similarity with other internal or external positions or established classes; recommends allocation of positions to most appropriate classes.
11. Assists with the development of new or revised class specifications, class concepts, and career ladders and lattices based on job analysis; conducts internal and external salary and benefit surveys and recommends appropriate salary and associated benefits; establishes minimum skills, knowledge, and abilities required to perform job.
12. Assists with job restructuring and other organizational adjustments to improve productivity; assists in conducting analysis of positions and their relationships; confers with Managers on content of class specifications.
13. Answers a variety of questions from employees and Managers regarding the classification review procedure and process; may refer questions to more appropriate sources.
14. Compiles statistical data to measure the effectiveness of San Bernardino County Fire and Special Districts affirmative action plan.
15. Prepares Board Agenda Items and Employment Contracts; conducts research into background information, funding and codes; conducts recruitments necessary for filling contract positions; gathers employee information for contract approval.
16. Performs research and fact-gathering assignments in the area of employee wages and benefits.
17. Develops statistical tabulations and graphic representations of material gathered for presentation to others; may assist in presentations.
18. Assists with the coordination of, and modification to, existing rules, policies and procedures.
19. Serves as a technical resource and advisor to HR line staff; assigns, reviews and corrects work in progress and upon completion; provides direction and training; provides input to work performance evaluations.
20. Prepares necessary reports and correspondence; prepares necessary written and oral presentations as required; presents recommendations of studies conducted to various groups and committees; conducts special projects as assigned.
21. Provides vacation and temporary relief as required.
22. Provides other duties as required.

Typical Qualifications:

A Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Public or Business Administration, Behavioral Science or a closely related field.

One year of recent full time professional level human resources experience in a public sector agency primarily performing recruitment, selection, and /or classification functions.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 42164

Salary Range: E44

Representation Unit: Exempt Group

Last Updated: 9/21/09