

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Assistant Human Resources Analyst  
**ALLOCATION:** Human Resources  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** N/A – Confidential

**ESTABLISHED:** July 2013  
**REVISED:**

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### **JOB SUMMARY:**

Under general supervision, perform duties primarily in recruitment, pre-employment medical evaluation and protected leave designation, compliance and tracking; provide information to the public and employees concerning recruitments, personnel rules and procedures, and benefit programs; perform basic daily operations of Human Resources Department programs and perform other duties as assigned.

This is the first entry level in the human resources analyst series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Human Resources Director and may receive direction from Human Resources Analyst II. This class is distinguished from Human Resources Analyst I/II in that the latter independently performs the full scope and complexity of professional level human resources functions requiring extensive knowledge of related laws. Assignments within this classification are usually recurrent, limited in scope and variety and generally focus on situations that can be resolved by the application of established guidelines, methods and process, under the guidance of more senior staff.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Under direction, develop and implement recruitment and selection plans to fill anticipated and actual position vacancies.
- Prepare job announcements and media advertisements; place media and internet ads; screen applications for minimum qualifications; notify applicants of recruitment results and provide other assistance in the recruitment and selection process as necessary.
- Maintain the applicant tracking system; prepare and maintain eligible lists and certifications to departments; prepare correspondence and respond to questions from applicants and the general public.
- Prepare and administer exams, including ordering written exams, preparing testing materials and proctoring examinations; arrange for oral interview panels; prepare oral interview packets; schedule candidates for interview processes.
- Respond orally and in writing to inquiries from candidates, the general public and County employees related to job opportunities, employment procedures, benefits information, county rules and regulations, and human resources laws and regulations; refer complex questions to professional staff.
- Administer the pre-employment medical evaluation program for job classes in specific departments; prepare letters of instructions notifying candidates of medical exam requirements, qualifications for employment and the need for additional documentation; notify applicants and departments of results; maintain files and related documents.
- Designate protected leave categories such as FMLA, CFRA, and PDL, with direction; track protected leave usage; prepare regular and periodic reports and maintain related files.
- Research personnel issues, reports, regulations and laws and write reports on results.
- Collect and compile statistical data; develop and create a variety of technical and statistical reports.
- May perform basic analyst duties as needed in classification, compensation, benefits and labor relations, affirmative action compliance, training and employee relations, under direction from senior staff.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May drive a vehicle to visit alternate locations.
- May assist with conducting salary and other relevant surveys; respond to survey requests submitted by other agencies; assist in conducting job analyses and classification reviews to determine position duties and responsibilities.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Concepts, policies, practices, principles and procedures of public sector human resources administration.
- Principles and practices of recruitment and selection, employee relations, supervision, safety, workers' compensation, Affirmative Action, personnel administration and training.
- County, state and federal laws, statutes, rules, ordinances, codes and regulations governing human resources activities and functions.
- County and department policies and procedures.
- Principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computer applications related to the work including database or spreadsheet files and the development of reports.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation and grammar.

### **Skill in:**

- Recruiting and selecting applicants in accordance with established employment practices and methods.
- Preparing clear and concise reports, correspondence, and other written materials.
- Monitoring and assuring the confidentiality and proper maintenance of human resources files, databases, and reports.
- Reading and applying laws, ordinances, rules and regulations.
- Understanding and following oral and written directions.
- Establishing and maintaining effective working relationships with those contacted during the course of the work.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Perform effectively as a team member.
- Exercise sound judgment.
- Read, analyze, interpret and explain operating and procedure manuals, rules and regulations, applicable laws, codes and regulations.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Research, review and compile accurate information.
- Utilize statistical methodologies in practical applications.
- Prepare clear and concise reports.
- Type at a rate of 35 net words per minute from printed copy.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit and/or walk for prolonged periods of time.

- Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to attend meetings and visit work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment, however, may have to administer tests or attend meetings with large groups.
- Occasionally travel to various worksites and locations.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must type at a rate of 35 net words per minute from printed copy.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** An Associate's degree from an accredited college with major course work in human resources, public or human resources administration, industrial relations, or a closely related field and two years of para-professional experience in human resources administration which has included recruitment, benefits, classification, compensation and/or the interpretation of human resources policies. Additional closely related education may be substituted for the experience.

Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.

**PREFERRED:** In addition to the minimum, a Bachelor's Degree in Human Resources, Public or Personnel Administration, Industrial Relations or a closely related field, and additional years of experience in human resources functions.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Human Resources Approval: Martha K. Wilson  
Date:

EEOC: E  
WC: 8810.1

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_