

## CLASS SPECIFICATION

Yuba County

April 2007

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**CLASS TITLE:** Human Resources Training Analyst I/II

**FLSA STATUS:** Non-Exempt

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### **JOB SUMMARY:**

Under general direction, assists with planning, designing, coordinating and developing County-wide and departmental specific training programs; consults with County departments, executive and management staff on organizational development, career and training related needs; conducts research, analyzes and makes recommendations for a wide variety of employment and training programs; acts as liaison between management, consultants and trainers in determining training and development needs and performs related duties as assigned.

### **CLASS CHARACTERISTICS:**

Human Resources Training Analyst I is the entry level in this professional personnel series. Initially under supervisory guidance, incumbents will perform routine operational support in the coordination, development, tracking and delivery of County-wide training programs while developing contacts, curriculum, and understanding Department and County training needs; as well as, learning County policies, procedures and regulations. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Human Resources Training Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher-level class.

Human Resources Training Analyst II is the experienced level in this class series, fully competent to independently perform a variety of organizational development, career and training related assignments. This class is distinguished from Personnel Analyst I/II in that the latter perform a wide range of personnel services in support of recruitment, classification, risk management, employee relations and any other assigned responsibilities

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Participates in the strategic planning, analysis, implementation and development of County-wide and specialized training programs.
- Acts as a resource and works effectively with staff and management team to provide professional organizational development, training and consultation services.
- Assesses county-wide or departmental specific training needs; conducts research through surveys, focus groups, meetings and interviews.
- Performs organizational and training analysis studies; analyzes data and researches alternatives; makes recommendations for new employee or training related programs and related costs for services.
- Identifies appropriate programs and instructors to provide training, coaching and support to managers and employees for new business processes, approaches and techniques.
- Prepares requests for proposal for training needs, evaluates bids and products and makes recommendation for selection.
- Negotiates and administers a variety of agreements and contracts; evaluates contracts and services to ensure provisions are met.
- Designs and develops training materials to promote employee awareness including class schedules, course objectives and outlines.
- Provide career counseling activities for employees of the County; gives guidance and advice to employees regarding relevant training courses for career development and upward mobility.

- Represents the County in meetings with training consortiums; coordinates and conducts community meetings, provides and gathers information for career training and development activities.
- Serves as a positive and motivational team member, acts as a facilitator and provides in-house consultation for team building and conflict resolution.
- Conducts, delivers and manages a variety of employee benefit and training programs such as New Employee Orientation, annual Employee Recognition Service Awards and luncheon and Tuition Reimbursement Program and other related training programs, as assigned.
- Selects educational and informational audio-visual and printed materials to use with presentations; develops program specific materials, handbooks and manuals and distributes materials.
- Prepares and maintains a variety of financial and business record and reports related to training activities; updates and maintains an employee training database and library for educational resource and training materials.

**QUALIFICATIONS:**

**Knowledge of:**

**Human Resources Training Analyst I**

Principles and practices of training program development and design, implementation and evaluation.  
Principles and practices of communication processes, group dynamics, meeting facilitation, mediation and conflict resolution.

Principles and practices of supervision and management personnel responsibilities in the public sector.

Basic organizational development theories and practice.

Principles and practices of research and analysis.

Business mathematic and algebra to analyze cost and benefits.

Records management principles and practices.

Principles and techniques of making effective oral presentations.

Correct business English, including spelling, grammar and punctuation.

Computer applications related to the work.

**Human Resources Training Analyst II** – in addition to the above:

Merit based recruitment, classification and selection procedures.

Local, State and Federal laws, rules and regulations related to the work.

Principles and practices of training program development, training methodologies and materials development and presentation techniques.

Standard and accepted assessment tools and processes utilized in evaluating the validity of training programs/classes.

Methods of statistical research and presentation.

Principles and practices of leadership, motivation, team building and conflict resolution.

**Skill in:**

**Human Resources Training Analyst I**

Proactively working with management, employees, instructors and outside vendors and to develop, coordinate and promote countywide training activities and employee programs.

Developing and implementing goals, objectives, policies, procedures and work standards.

Preparing effective instructional materials, reports, correspondence and other written materials, as required.

Analyzing problems, identifying solutions and projecting consequence of proposed actions and implement recommendations in support of goals.

Interpreting, applying and explaining policies and programs and federal, state and local laws related to the work.

Making effective public presentations.  
Representing the department and the County and coordinating activities with members of other departments, public agencies and private organizations.  
Using initiative and independent judgment within general policy guidelines.  
Training others in policies and procedures related to the work.  
Preparing clear and concise staff reports, policies, procedures, correspondence and other written materials.

**Human Resources Training Analyst II** – in addition to the above:

Identifying long and short-term training and employee development needs in a business and/or organizational setting.  
Recommending, designing, implementing and delivering effective employee assistance and training related programs.  
Independently performing and carrying through on assigned long term and short term projects, from data gathering to completion.  
Recognizing and resolving problems of a sensitive or political nature, analyzing situations, selecting alternatives and projecting consequence of proposed actions.  
Operating specialized computer programs and databases to schedule and track training programs.  
Operating audio/visual equipment, troubleshoot related problems and calculating the technical and facility needs for training programs  
Working successfully with a variety of individuals from various socio-economic, ethic and cultural backgrounds.

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings with supervisors, managers, consultants and contractors.
- Mobility to stand for extended periods of time while conducting training programs, move or lift moderate weights to arrange chairs and tables and set up audio visual equipment.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

**Working Conditions:**

- Generally a typical office environment.
- Attend meetings outside of normal working hours.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements for this position are described below:

**Human Resources Training Analyst I**

**Minimum:** Equivalent to possession of an Associate of Arts degree with major course work in human resources, organizational development, business administration or a closely related field and four years of progressively related experience. Additional years of progressively related experience may substitute for the education on a basis of two years of experience for one year of the required education.

**Preferred:** In addition to the minimum requirements, one additional year experience equivalent to the County's class of Human Resources Training Analyst I and/or an advance degree in a related field.

**Human Resources Training Analyst II**

**Minimum:** Equivalent to possession of an Associate of Arts degree with major course work in human resources, organizational development, business administration or a closely related field and five years of progressively related experience with at least one year of experience equivalent to the County's class of Human Resources Training Analyst I. Additional years of progressively related experience may substitute for the education on a basis of two years of experience for one year of the required education.

**Preferred:** In addition to the minimum requirements, an advance degree in a related field and at least one year of experience equivalent to the County's class of Human Resources Training Analyst I OR additional years of progressively related experience.

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