

Job Description Staff Analyst

DEPARTMENT:	Human Resources	REPORTS TO:	Director of Human Resources
TITLE CODE:	8035MR	DATE:	01/05/2018
POSITION CODE:	TBD	ADMINISTRATIVE REVISION:	New

Job Summary

Under the direction of the Human Resources Director, provides professional level expertise in areas such as recruitment and assessment, classification and compensation, benefits and disability and employee and labor relations; assists with updates and developments to policy and procedures; performs related duties as required.

Distinguishing Characteristics

The Staff Analyst performs professional assignments in one (1) or more program area(s) while learning human resources fundamentals, specific techniques and legal requirements. As incumbents gain experience with human resources duties, they are expected to work with greater independence.

Performance Attributes

When assigned to **Recruitment & Selection** (in addition to general duties) duties may include but are not limited to:

- ▶ Plans and conducts recruitment and selection activities; ensures job-related and effective techniques are used in conformance with federal and state laws and regulations
- ▶ Consults with hiring managers and supervisors regarding their staffing needs; coordinates recruiting efforts with departments
- ▶ Develops, selects, and validates employment assessments; determines and/or recommends appropriate testing; reviews and analyzes examination results for consistency, accuracy and trends
- ▶ Solves recruitment related issues and provides guidance to recruiters as unusual situations arise

When assigned to **Classification and Compensation** duties may include but are not limited to:

- ▶ Handles requests and assignments related to organizational structure, job analyses, classification studies, salary surveys, and salary structure; makes recommendations, identifies problems and develops proposed solutions
- ▶ Conducts desk audits of positions; evaluates positions in the context of the existing classification plan; writes or modifies class specifications; makes recommendations; prepares report of findings
- ▶ Consults with managers and others regarding classification and compensation matters for assigned projects

Job Description Staff Analyst

- ▶ Compiles, tabulates and analyzes salary data to determine the appropriate compensation; presents results and creates memos; recommends maintenance or the revision of the salary structure

When assigned to **Employee and Labor Relations** duties may include but are not limited to:

- ▶ Advises managers and supervisors on issues involving employee performance or conduct and human resources policies and procedures
- ▶ Conducts internal workplace investigations; reviews allegations of misconduct or discrimination; identifies and recommends appropriate corrective action; handles and processes grievances
- ▶ Assists with labor relations related issues; attends union negotiations and labor management meetings; participates in following up on the results of meetings and agreements; prepares reports, notifications and other necessary documents; updates MOUs

When assigned to **Benefits and Disability Programs** duties may include but are not limited to:

- ▶ Assists in development and administration of various benefit programs including medical, dental, disability and life insurance, retirement, deferred compensation, etc.; provides assistance and information to managers and employees concerning benefits and retirement programs
- ▶ Handles the more complicated and sensitive leaves, workers' compensation claims and accommodation requests
- ▶ Ensures administration of leaves and certain other employment rights and benefits are compliant with OCERS policy and legal requirements

Minimum Qualifications

Education

Graduation from an accredited university or college with a Bachelor's Degree in Human Resources Management, Public or Business Administration, Psychology, Labor and/or Employment Law or a closely related field.

Experience

Two (2) years of experience as a Human Resource Specialist (or equivalent) – OR – two years of progressively responsible experience in HR, which included some or all of the following types of duties: performing full cycle recruitments, interpreting and applying personnel rules and regulations, composing disciplinary documents, hearing grievances, conducting investigations, performing salary or classification studies, making recommendations to management on HR matters, serving as a spokesperson in collective bargaining.

Education/Experience Substitution:

A professional certificate in human resources management from an accredited college/university or professional human resources organization may substitute for one year of experience.

Possession of a Master's Degree in one of the areas indicated above may substitute for one year of experience.

Special Notes, Licenses or Requirements:

- ▶ A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel
- ▶ May be required to use personal vehicle
- ▶ A complete background investigation is required; a felony or misdemeanor conviction may be a disqualifying factor from employment
- ▶ **Highly Desirable:** A Master's Degree or certification in Human Resources

Knowledge/Skills/Abilities

Sample of KSA's necessary to perform essential duties of the position

KNOWLEDGE OF:

- ▶ Knowledge of Human Resources within a government agency
- ▶ Knowledge of general organization, purpose and functions of County government agencies/departments
- ▶ Knowledge of correct English usage for administrative writing requirements and oral presentations
- ▶ Knowledge of techniques for gathering, compiling, analyzing and presenting information verbally and in writing

SKILLS/ABILITY TO:

- ▶ Ability to establish and maintain cooperative working relationship with peers, supervisors, managers, government officials, vendors and the public
- ▶ Ability to build strong relationships with staff to ensure trust and confidence when advising
- ▶ Ability to communicate effectively in English orally and in writing
- ▶ Ability to act in an advisory role to all levels of staff
- ▶ Ability to write full reports regarding approach, data gathering, analysis, problem identification, alternatives, and recommended solutions
- ▶ Ability to work independently of specific daily direction
- ▶ Ability to gather and summarize data verbally or in writing

Job Description **Staff Analyst**

- ▶ Ability to identify specific issues/problems needing attention
- ▶ Highly organized and flexible to adapt to changing priorities
- ▶ Ability to analyze problems in context of available information and program constraints
 - ▶ Ability to think logically, organize thoughts, and work priorities to accomplish work efficiently
 - ▶ Ability to generate enthusiasm and motivate others to act in support of a program's objectives

Physical, Mental and Environmental Conditions

The following is a description of the physical and mental abilities that are customarily required to perform the essential job functions of this position.

Physical and Mental Demands

- ▶ Speak and hear well enough to communicate clearly and understandably in person, over the telephone and in small groups
- ▶ Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, write, and use a calculator
- ▶ Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and consultants
- ▶ Vision sufficient to read fine print and a computer monitor
- ▶ Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment
- ▶ Ability to sit for prolonged periods of time
- ▶ Body strength sufficient to lift up to 15 pounds and carry files

Environmental Conditions

- ▶ The primary work place is in an office environment, working with standard office equipment
- ▶ Peripheral office equipment generates a quiet to moderate noise level
- ▶ Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs
- ▶ Out of area travel may be required to attend professional conferences, due diligence, and meetings

Job Description Staff Analyst

Acknowledgement

By signing below, I acknowledge that I have reviewed and discussed the contents, requirements, and expectations included in this job description with my supervisor and a copy has been provided to me.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date