

SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under the general direction of the Director of Human Resources, to perform the most difficult and complex human resources analytical assignments related to pay and benefits, adverse actions, recruitment and selection, classification, hiring, labor relations, and equal employment opportunity; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced senior level in the Human Resources Analyst series. Incumbents in this classification are expected to be fully knowledgeable and experienced in the field of human resources and be able to handle related projects and programs from beginning to end with extreme independence and very little supervision or coaching. This class is distinguished from lower level human resources analyst or administrative analyst positions in that the number of senior level positions is limited to only the smallest portion of analytical positions and positions in this class are normally assigned the full range of human resources responsibilities, including assignment of entire projects or overall program responsibilities for an entire facet of human resources activities.

REPORTS TO

Director of Human Resources.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification, although some responsibilities for providing direction, coordination, or training for other staff may be exercised, depending on the nature of the individual assignment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs a variety of administrative and analytical assignments in human resources area, upon assignment, performs the most complex analysis or investigations related to pay and benefit issues as they arise; performs analytical research for salary and benefit surveys in preparation for collective bargaining; investigates employee inquiries regarding problems with pay and benefit information; acts as liaison between staff and various City and County of San Francisco pay and benefit agencies in resolving problems; independently advises management

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and plans, develops, and coordinates adverse actions to provide assistance with employee performance problems; works with supervisors, managers, and applicable staff to provide guidance and counseling on proper documentation needed for the disciplinary process; may assist managers and supervisors in meeting with employees when employee representation is needed; independently plans, develops and coordinates competitive recruitment and selection processes to ensure, fair, thorough, and timely selection devices for the Court; meets with management to develop selection plans, assess skills, knowledge and abilities needed for the applicable classification or position; develops selection devices, examinations and rating criteria to be used in the selection process; evaluates the effectiveness of examinations; protects the confidentiality of all selection related materials throughout the selection process; conducts jobs audits and reviews position classification requests; provides the more complex analytical staff work related to the development of new classifications, as needed; reviews requests from managers and supervisors regarding the need to fill vacant positions and recommends an effective course of action; as assigned, provides analytical research and staff work in developing management responses to employee grievances or in preparation for collective bargaining; assists managers and supervisors in adjusting work situations to reduce employee injuries or to determine reasonable accommodation when required; analyzes ergonomic work station evaluations and other material related to workers' compensation active cases and takes appropriate action; does general analytical research and staff work related to equal employment opportunity or discrimination or harassment complaint investigation or counseling; as assigned, provides human resources related training for division or unit staff and assists with resolution of work problems; interprets existing labor contract or salary and benefit plan language for Court staff and applicable human resources staff; collects information on special issues, preparing analysis of data and developing reports as assigned; organizes information for formal presentations and makes presentations as directed; assists with a variety of special projects as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX. Must be able to travel between Court offices and occasionally travel to other Court locations for training.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with judicial officers, executive management staff, other staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Current laws, rules and trends related to governmental human resources, including, but not limited to Title VII, the Fair Labor Standards Act, the Americans with Disabilities Act, the Family and Medical Leave Act, various statutes related to Worker's Compensation, related sections of the California Labor Code and related sections of the California Government Code.
- Governmental salary setting methods and techniques.
- Governmental job/classification development methods and techniques.
- Methods and techniques used in the development of competitive employee recruitment and selection devices.
- Project management and coordination.
- Research techniques.
- Statistical methods and analysis.
- Budget development and control.
- Personnel services contract development and administration.

Ability to:

- Analyze situations and/or projects correctly and take an effective course of action.
- Conduct research and develop an appropriate action plan to find solutions to issues and problems regarding pay and benefits for employees.
- Develop appropriate disciplinary action documents and assist managers and supervisors in developing appropriate documentation for disciplinary actions.
- Meet with employees and their representatives regarding disciplinary situations.
- Plan, develop, and coordinate competitive employee recruitment and selection programs, compliant with all federal, state, and local laws and rules, and which result in effective hiring of employees.
- Conduct classification job audits and recommend the appropriate classification for the requesting incumbent or manager and/or develop new classifications, where needed by the court.
- Conduct salary and/or benefits surveys as needed in the development of new classifications or to provide input in the collective bargaining process.
- Act as liaison between staff and various City and County of San Francisco pay and benefit agencies in resolving problems.
- Understand and interpret existing labor contract or salary and benefit plan language for staff and applicable human resources technicians.
- Assist managers and supervisors in adjusting work place situations to reduce employee injuries or to determine reasonable accommodation when required.
- Maintain a neutral position when researching employee complaints or issues and preparing recommendations.
- Perform a wide variety of analytical work and administrative assignments.
- Organize and present ideas and recommendations both orally and in writing.

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- Prepare comprehensive, compelling and clear reports.
- Operate a computer and use appropriate software in the performance of administrative and analytical work.
- Effectively represent the Superior Court and an assigned unit with the public, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of progressively responsible professional analytical human resources work experience, preferably in a governmental setting, performing work duties related to pay and benefits administration, employee discipline, employee recruitment and selection, classification, risk analysis and workers' compensation, labor relations or equal employment opportunity.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice.