



## HUMAN RESOURCES ANALYST

**Department: Human Resources**

**Job Code: 101400**

**Pay Range: Professional 07**

**FLSA: Exempt**

**Bargaining Unit: NA**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is varied professional and technical work in the area of human resource administration. Generally, this position includes a wide variety of human resource functions including recruitment, pre-employment testing, classification and compensation analysis, job analysis, and may assist with Labor Relations activities.

**JOB SERIES:** This job class is the second level position in the job series. The Human Resources Analyst is distinguished from the Human Resources Specialist by having broader based human resource management background and experience (including job analysis, compensation and classification, and employment testing administration).

### **ESSENTIAL JOB FUNCTIONS:**

- Consult with department managers regarding recruitment needs and develop recruitment plans which include: highlighting the specific job functions of vacant positions; identifying the desired knowledge, skills and abilities to perform the work; developing screening plans and advertising plans.
- Advertise, conduct recruitments, and screen applications to fill County vacancies. Develop and establish registers of applicants for current or future use.
- Develop, organize, obtain, review and/or administer pre-employment and promotional examinations and exercises. May conduct validation research on developed materials.
- Conduct job analyses, classification studies, salary surveys and related tasks to develop accurate class specifications and to recommend appropriate salary levels for existing and new classifications. Coordinate studies with employees, departmental supervisors, and others. Research, develop and draft new classifications.
- Advise departments, employees, and the general public on County employment practices and procedures. Provide technical assistance in developing new positions.
- Assist in developing diversity recruitment programs to assist departments achieve realistic employment objectives. Coordinate with EEO Officer to develop effective recruitment programs.
- Review and approve changes in the Human Resources Information System related to hires and job and compensation changes.
- Analyze personnel rules and guidelines for compliance with state and federal standards and draft or recommend changes or new policies as appropriate.
- Advise departments, employees, and the general public regarding interpretations and procedures.
- Use and operate a variety of technological devices including personal computers and a wide range of software and hardware in performing duties on a daily basis.
- Assist with Labor Relation activities.
- Develop programs and conduct presentations and training regarding human resource functions.
- Prepare guidance materials and information on new systems, policies, processes, and procedures.

## **HUMAN RESOURCES ANALYST**

### **Classification Description – Pierce County**

#### **Page 2**

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.

#### **OTHER JOB FUNCTIONS**

- Perform other related job functions as required.

**SUPERVISION EXERCISED AND RECEIVED:** The Human Resources Analyst is not a supervisory position. The work is performed under the general direction of the Classification and Compensation Manager. Work in this position involves the use of independent judgment in analyzing problems and making recommendations on human resources management issues. Work is evaluated through consultation, direct observation, reports submitted and results achieved.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential job functions. Work is generally performed in an office environment. Travel to various work sites is required in order to attend meetings, conduct oral board interview panel orientations or final selection interviews, and to meet with various employees in order to conduct formal job classification studies and position analysis assignments, or to conduct related testing when required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Movement throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Lifting employment records, files, and applications weighing up to 20 lb. may be required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Current human resources management practices.
- Laws relating to pre-employment and promotional testing and test validation.
- Pre-employment testing types and methods including written, oral, performance and assessment center.
- Job analysis practices and procedures.
- Principles and practices of data gathering and analysis; and presentation of salary survey techniques.
- Classification systems and compensation plans and principles.
- Federal, state and local laws, ordinances, resolutions, executive orders and other legislated actions pertaining to personnel management and affirmative action.

##### **Skill in:**

- Operating personal computers, peripheral equipment and applicable software. Writing reports.

**HUMAN RESOURCES ANALYST**  
**Classification Description – Pierce County**  
**Page 3**

**Ability to:**

- Conduct job analyses.
- Develop job descriptions which accurately reflect the duties of the position.
- Analyze and resolve problems in a logical manner.
- Provide excellent customer service.
- Develop recruitment plans.
- Explain and interpret personnel policies, rules and guidelines.
- Establish and maintain effective working relationship with job applicants, public and private officials, employees and the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Physically perform the essential job functions of the classification.
- Use and operate a personal computer.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor degree in human resources management, public or business administration or a closely related field and two years of professional human resource experience which includes recruitment and classification experience or any equivalent combination of experience and education is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license or ability to otherwise meet the travel requirements of the positions. Ability to successfully complete all required background investigations prior to employment is required.