



Principal Human Resources Analyst

DEFINITION

Performs complex and specialized human resources work, including planning, organizing, directing and performing significant professional level work in the areas of recruitment and selection, classification and compensation, labor and employee relations, performance evaluation systems, benefits administration, compliance, leave management, Workers' Compensation, training, and other special programs; to act as the Human Resources Manager in their absence; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This management level classification is a working supervisor responsible for planning, organizing, and managing the work of assigned staff in the activities of the Human Resources Department. The Principal Human Resources Analyst may be assigned program responsibility for recruitment and selection, classification and compensation, training and development and other HR activities, and provides high level technical support to management relative to complex discipline, performance issues, internal investigations, and grievance matters. Individuals are expected to exercise considerable initiative and independent judgement in the day-to-day performance of their work. Strong verbal and written communication skills and analytical skills are essential in effectively carrying out the duties of this position. Employees in the classification are expected to carry out necessary activities without direction, except for new or unusual circumstances. This class is distinguished from that of Human Resources Manager in that the latter has overall responsibility for administering human resources programs. This position receives general direction from the Human Resources Manager.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- In the absence of the Human Resources Manager, assumes responsibility of the Manager.
- Recommends and assist in the implementation of department goals and objectives; establishes performance standards and methods for assigned personnel functions, including recruitment/selection and classification/compensation; develops and implement policies and procedures.
- Directs and participates in recruitment activities and, conducts high-level or difficult recruitments; directs and/or personally develops, modern recruitment plans and strategies to attract highly qualified candidates;

- Manages the District's Workers' Compensation program with support from the Human Resources Manager and legal staff;
- Directs and conducts classification studies; develops class concepts based on job analysis, position audits, and organization studies; writes class specifications and recommend salary rates for new classifications;
- Directs and/or participates in conducting a variety of surveys and studies regarding organization, compensation, classification, benefit, and other human resources related issues; personally analyzes study results and makes recommendations.
- Performs specialized and complex employee relations work relative to employee discipline, contract interpretation, grievance prevention and administration, performance evaluations, and complaints; schedules and conducts meetings with union representatives, research and investigate issues, and recommend corrective action as necessary for resolution.
- Prepares and manages professional services agreements for contractors providing specialized human resources consulting services; manage professional services agreements for temporary staffing agencies;
- Acts as a technical resource to human resources staff on a variety of matters, including the performance evaluation system, benefits administration, compliance, training and development, and Workers' Compensation.
- Prepares a variety of written analytical reports, correspondence, policies, procedures and other written materials.
- Exercises technical and functional supervision over other human resources staff; supervises assigned staff; plans, organizes, assigns, and reviews the work of assigned staff and other human resources staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance
- Builds and maintains positive working relationships with co-workers, other District employees, and the public, using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of public sector human resources administration, including recruitment and selection, classification/compensation, benefits administration, training and employee and labor relations.
- Research methods, data collection, statistical analysis, including techniques of salary and benefit survey and analysis.
- Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods and progressive discipline.
- Applicable Federal, State, and District codes, rules, regulations, and guidelines.
- Principles and practices related to supervision, training, and performance evaluations. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Computer applications related to the work, including word processing, spreadsheet use, and data information and management systems.
- Modern office practices and procedures.

Ability to:

- Organize, implement, and direct assigned human resources programs and activities;
- Provide professional-level support in complex, sensitive, or difficult human resources-related assignments requiring a high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations, and contractual agreements;
- Interpret, apply, and explain District and division policies and procedures;
- Collect, analyze, interpret and evaluate a variety of complex data;
- supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner and provide lead supervision and technical support to human resources staff on a variety of personnel matters;
- Develop and administer assigned program area budgets; assist in preparation of division budget;
- Recognize and resolve problems of a sensitive or political nature by analyzing situations, selecting alternatives, drawing sound conclusions, and projecting consequence of decisions and recommendations;
- Communicate clearly and concisely, both orally and in writing; make oral presentations to and conduct training for a variety of groups, including employees, committees, and, as assigned, the Board of Directors;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Follow applicable safety rules and regulations;
- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of progressively responsible professional human resources management experience. Some experience in a public agency setting is preferred.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public or business administration, or a related field. A Master's degree in human resources, public administration, or a related field is preferred.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Depending on job assignment, possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 2004

Revised: July 2013; June 2022

Approved by: Human Resources Manager