EL DORADO IRRIGATION DISTRICT
Class Specification

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

DEFINITION
Under supervision performs professional analytical work in support of human resources programs including recruitment and selection, classification and compensation, employee recognition, staff development and training, benefit administration, employee and labor relations, and workers’ compensation; and performs a variety of professional and technical tasks related to assigned responsibilities.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I
- This is the entry level class in the Human Resources Analyst series. Positions in this class typically have little or no directly related work experience. The Human Resources Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Human Resources Analyst II
- This is the journey level class. Employees within this class perform the full range of duties as assigned including the development, analysis, and implementation of human resources related programs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Analyst I
Receives general supervision from the Human Resources Director; may receive technical and functional supervision from the Senior Human Resources Analyst.

Human Resources Analyst II
Receives direction from the Human Resources Director; may receive technical and functional supervision from the Senior Human Resources Analyst.

EXAMPLES OF ESSENTIAL DUTIES: the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

Participates in and assists with the implementation of a comprehensive human resources program; provides advice to department managers and District staff; assists in establishing methods for performing a variety of professional and technical human resources functions.

Designs, implements, and administers recruitment and selection activities, including application review, supplemental questions, oral board interview questions, exam materials and rating guides;
coordinates recruitment timelines, advertisement sources and selection procedures with other departments; creates and maintains list eligibility; and ensures compliance with District personnel rules and policies.

Coordinates and participates in workers’ compensation administration activities including ADA/FEHA, FMLA, CRFA, ergonomic and modified duty activities; reviews and completes related paperwork for claims; maintains case files.

Conducts, analyzes, and completes salary and benefit surveys; analyzes and makes recommendations.

Conducts classification studies including completion of position inventory questionnaires, desk audits, development of recommendations, and preparation of new or modified job analysis documentation and job descriptions.

Assists in administering a comprehensive employee benefits program including health, dental, vision, life and disability insurance and workers’ compensation, ensuring compliance with State and Federal laws and District personnel rules and policies; works with departments to determine reasonable accommodations.

Develops and prepares training curriculum on a variety of human resources related topics and provides staff training including new employee orientations.

Researches and analyzes legislation and regulations to determine effect on human resource programs and services.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Human Resources Analyst I

Knowledge of:
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Skill/Ability to:
Learn to perform a variety of professional and technical activities related to a comprehensive human resources program. Collect, research, analyze a variety of complex statistical and narrative information and data. Establish and maintain effective working relationships with those contacted in the course of work. Ability to maintain regular and predictable attendance. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Experience and/or Education:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
One year of human resources experience in a public agency is desirable.

Education:
Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Human Resources Analyst II

In addition to the qualifications for the Human Resources Analyst I:

Knowledge of:
Practices of compensation, recruitment, selection, classification, job analysis, salary and benefit administration, training, EEO, and workers’ compensation within a public agency Principles and practices of research, data collection, and sampling techniques. Principles of statistical analysis.

Skill/Ability to:
Independently apply principles of and practices of human resources administration. Interpret and explain pertinent State, Federal, District and department laws, regulations, policies and procedures. Evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations. Perform accurate mathematical and statistical calculations.
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Experience and/or Education:
Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:
Three years of increasingly responsible professional human resources experience, preferably within a public agency.

Education:
Equivalent to a Bachelor’s degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:
Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

SHRM Certified Professional (SHRM-CP) certification through the Society of Human Resources Management (SHRM), or any equivalent certification from a nationally recognized association.

Established: 08/18/2009
Revised: 11/01/2016
FLSA: Exempt
Unit: Non-Safety