

SENIOR PERSONNEL ANALYST

DEFINITION

Under direction, plans, coordinates, organizes and directs specialized and complex technical and analytical personnel work related to recruitment, examination, classification, and compensation program areas and related activities; performs the most difficult and complex technical, analytical and professional personnel work; may act as a project leader; may be responsible for a major, specialized County-wide program, or for the Human Resources Division of the Health Department; coordinates and directs the work of other staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the most advanced level classification in the Personnel Analyst series, responsible for performing the most difficult, complex and varied assignments, and acts as a lead-worker to professional and paraprofessional level human resource staff performing recruitment, examination, classification, and compensation activities. While certain positions in this class may entail supervision of professional and support staff, all incumbents are expected to carry out complex and specialized analytical and technical work within their program area with little or no technical supervision. Incumbents are expected to analyze programs, evaluate program effectiveness, and develop and implement solutions. The work of these positions emphasizes coordination with others, and meeting of program objectives on a timely basis.

The Health Department's Human Resources Division's Senior Personnel Analyst position reports to the Director-Health Services, and administers recruitments, staffing, classification, compensation, benefits, employee relations for all employees in the department's nine divisions, and supervises clerical, paraprofessional and professional Human Resources staff.

Senior Personnel Analyst is distinguished from the next higher-level classification of Supervising Personnel Analyst in that the latter is the full supervisory and advanced professional level classification, which supervises teams of human resource professional and technical staff, and manages and coordinates the delivery of a full range of human resource services to departments. This classification is distinguished from the next lower level classification of Associate Personnel Analyst in that the latter is the advanced working level responsible for performing difficult, complex and varied assignments; may have specialized assignments or may be assigned to provide a total program of personnel services to County departments; and/or may act as a resource and function as a lead-worker to other personnel staff in a functional area in a decentralized Human Resources office environment.

EXAMPLES OF DUTIES

Depending upon the specific assignment, incumbents may perform any of the following duties, including but not limited to:

1. Plans, directs, and reviews the work of professional and related staff; assists in establishing objectives and maintaining performance standards; identifies need for, develops staff training plans, and conducts or provides for training of staff in procedural and technical aspects of their jobs in order to ensure the provision of consistent, effective, quality service to departments, employees and the public.

2. Acts as a technical resource to human resources staff Countywide; provides input into performance evaluations of subordinate staff.
3. Assumes primary supervisory responsibility for complex programs and projects as assigned. Dependent upon assignment, acts as lead analyst on large-scale recruitments, test development, classification studies, and training development; prepares project plans, including dates, milestones, and list of resources needed.
4. Provides generalist personnel services, including oversight of and the preparation of recruitment materials including sensitive or high profile managerial or executive positions, and application review and evaluation.
5. Prepares or provides oversight of the preparation and evaluation of test development, i.e. oral, written and other types of examinations, including development of the most complex examinations involving highly technical subject matter, or issues such as historical adverse impact.
6. Conducts and completes complex classification and salary and benefit studies and analysis, such as those that relate to departmental reorganizations, management and executive classes, or have Countywide impact or high political visibility; or provides oversight of classification studies, and classification specifications development and revision.
7. Advises department heads, supervisors and employees in the interpretation and application of personnel rules, regulations, policies, practices and procedures; may investigate and analyze problems and complaints related to human resources practices to provide solutions and alternatives, and prepares reports of findings; analyzes internal policies and procedures to determine and recommend changes and improvements; implements new and modified policies and procedures. Provides technical expertise on personnel management issues.
8. May assist in the development and revision of personnel programs, policies, procedures, and rules.
9. Directs and oversees the work of consultants as assigned.
10. Coordinates programs and projects, and works in conjunction with other personnel specialty areas, i.e. the Equal Opportunity Office, County Counsel and others as required. May participate in County Affirmative Action program, including investigation of discrimination complaints and preparation of responses to complaints filed with agencies such as DFEH, EEOC, etc.
11. Dependent upon assignment, may develop and maintain, in conjunction with Information Technology staff, records management systems and information for department and distribution to Countywide Human Resources staff.
12. May participate in or provide technical support for negotiations with recognized employee organizations.
13. May prepare, present and evaluate Countywide, special or standardized training programs in assigned functional area for departmental or County staff.
14. May complete special studies and reports relating to a variety of personnel program activities.
15. Represents the department and/or the County at public events, including meetings, conferences and job fairs.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough knowledge of:

1. The principles and practices of personnel management/administration and related program areas, including the development, preparation, implementation and administration of recruitment, examination, selection classification, compensation, wage and salary administration, organizational development, Equal Employment Opportunity, and Affirmative Action programs and processes.
2. The principles and practices of employee benefits and risk management programs and functions may be required by some positions in this classification [Health HR].
3. Job analysis techniques, including requirements, employment practices, purpose, methods and applications.
4. The principles, methods and techniques of test development, including types of exams, validation methods, item construction, and related issues such as adverse impact.
5. Research, methods, data collection and sampling techniques, and basic statistical analysis.
6. Salary survey procedures, methods and administration, including modern methods of setting salaries and other compensation.
7. Financial, legal and administrative requirements for developing and implementing cost allocation relating to, and administering salary/compensation programs.
8. Business English grammar and usage, punctuation, and spelling; and business letter format principles.

Working knowledge of:

1. The functional responsibilities of a human resources/personnel department.
2. Federal, State and local laws, rules, regulations and ordinances pertaining to employment practices, Equal Employment Opportunity and Affirmative Action programs; with Public Sector human resource policies, rules, and practices knowledge being highly desirable.
3. The principles and practices of public personnel management, including recommendations for hire, supervision, training, evaluation, counseling and discipline.
4. Principles, practices and current trends of employee and labor relations, grievance handling, and disciplinary action procedures; and the provisions and applications of the Meyers-Milias-Brown Act.
5. Principles and practices of project management, to include planning, organization, coordination, scheduling, and oversight of project progress.
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Some knowledge of:

1. The principles and practices of Public Administration, including governmental budgeting, fiscal and financial analysis and management, and the organizational structure, functions of and services provided by local government.
2. The principles, practices, and techniques of organization and management, including program planning, implementation, administration, and evaluation.
3. The principles and practices of employee benefits and risk management programs and functions may be required by some positions in this classification [Central HR].
4. The principles and practices of policy development, and report writing.
5. The principles and practices of contract negotiations, processes, planning and preparation, administration and oversight in the public sector.
6. The principles and practices of public relations and marketing strategies and customer service.
7. The capabilities and applications of automated management information systems, including tracking and reporting data, record management systems, and communicating information.
8. Unemployment insurance law and administrative procedure.

Ability to:

1. Plan, organize, supervise, and review the work of subordinate staff. Train, counsel and advise subordinate staff.
2. Organize, prioritize, delegate, and coordinate work; work independently; manage and balance multiple, competing and changing priorities. Produce accurate information in short timeframes as directed.
3. Collect, research, analyze, evaluate and interpret a variety of complex, narrative, and statistical data, information, issues and/or problems, in order to make sound judgments, logical decisions, defensible recommendations, or to prepare reports on a variety of administrative, fiscal and management activities and issues and administrative studies. Plan, organize and coordinate research and statistical work performed by staff.
4. Recognize, identify, and resolve conflict or problems of a sensitive or political nature; analyze situations, employ creativity in resolving problems; select alternatives, communicate and project consequences of proposed actions; negotiate mutually satisfactory solutions to problems.
5. Plan, initiate, and coordinate action for implementation of effective recommendations in support of departmental objectives and goals regarding policies, procedures, organization, operations, programs and other Human Resources program areas.
6. Communicate effectively, both orally and written, in order to prepare administrative, technical, and statistical reports concerning various program areas, services, and projects; to make effective and persuasive oral presentations; to present recommendations and conclusions; to promote or gain concurrence and the cooperation of others through discussion and persuasion; and to make presentations before groups with varying levels of technical knowledge.

7. Establish and maintain effective working relationships with others, including County officials, department heads, managers, employees, employee organizations/representatives, other public agencies, and the public. Provide excellent/courteous customer service.
8. Exercise objectivity, independent and sound judgment and initiative.
9. Understand, interpret, explain and apply appropriate provisions of applicable local, State and Federal Equal Employment Opportunity and Affirmative Action laws, ordinances, rules, regulations, memoranda of understanding, operating procedures/processes, and technical concepts.
10. Maintain confidentiality of information.
11. Perform accurate mathematical calculations and employ basic statistical methodology.
12. Analyze contract salary/compensation policy provisions and compute cost/benefit ratios; participate as a team member in collective bargaining agreement negotiations may be required by some positions.
13. Some positions may be required to investigate, mediate, and resolve employee complaints, disciplinary issues, and grievances.
14. Coordinate departmental activities with other departments and agencies. Attend or serve as management liaison at meetings, training events, functions, and conferences; represent the department with tact and diplomacy.
15. Use a personal computer and standard/general business software; learn and use specialized computer applications. Input, store, access and analyze data. Develop, implement and maintain various databases and other record management systems.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:

Two (2) years of progressively responsible working level personnel work, which has included experience in the areas of recruitment and classification, comparable to the classification of Associate Personnel Analyst with Monterey County.

AND

Education:

Completion of all course work leading to a Bachelor's Degree in Personnel Administration, Public or Business Administration, Industrial Relations or a closely related field.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C Driver's License, or the employee must be able to provide suitable transportation, which is approved by the appointing authority.

2. Work is performed primarily in an office environment but incumbents may be required to travel to various County facilities to recruit, test, train, audit, or consult with others within, and external to, the organization.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to function with multiple, critical, emergency and/or changing priorities.
2. See well enough to read documents and data on computer screens.
3. Ability to communicate verbally to employees and the public.
4. Hear oral communications, both in person and on the phone.
5. Use finger and manual dexterity in order to operate a computer keyboard.
6. Ability to sit for long periods of time performing normal duties working at a personal computer, or while attending meetings.
7. Physical strength and ability to lift, drag, pull and/or carry materials, and supplies weighing up to approximately 40 pounds.

CLASS HISTORY

Class Code: 14B32
Established Date: June 1987
Revised Date: October 1990
January 1995
January 2005
Former Title:

CLASS DATA

Job Group: 03
EEO Category: P
Bargaining/Employee Unit: X
Work Comp. Code: 8810
FLSA: E
MOCO OT: N

Prepared by:
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Approved by:
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County Administrative Office

1/05

Date