

## Senior Human Resources Analyst

### Definition

Under direction, to perform the most complex and responsible human resources analytical and professional work in the administration of personnel functions, including recruitment, examination, classification, and/or benefits administration for the County of Santa Clara; and to lead Employee Services Agency staff engaged in various aspects of personnel/human resources management.

### Distinguishing Characteristics

Positions in the Senior Human Resources Analyst classification are allocated to the Employee Services Agency.

The Senior Human Resources Analyst classification is distinguished from the Human Resources Analyst classification in that the Human Resources Analyst is the full working level responsible for providing the full range of personnel services to County departments/agencies, including recruitment, examination, classification, and/or benefits administration, but excluding full-time continuing lead responsibility and/or continuing responsibility for the most complex, sensitive, and difficult human resources projects and activities.

### Typical Tasks

- Serves as a team leader for professional and clerical staff in the performance of County human resources activities;
- Performs highly specialized personnel work and serves as a resource specialist to assist coworkers and department management;
- Plans, coordinates, and conducts large and/or highly sensitive personnel/human resources assignments or difficult projects and prepares reports of findings and recommends solutions;
- May supervise staff on a permanent basis;
- Manages complex personnel problems including those of a highly sensitive nature;
- May be assigned to lead, supervise, or perform special projects involving the planning, research, development, or implementation of a technical phase of personnel administration;
- May prepare and monitor human resources service contracts;
- Reviews job descriptions; obtains background, occupational, and job information;

**Senior Human Resources Analyst**

- Interviews employees and recommends allocation or reallocation of positions to appropriate classifications;
- Develops and evaluates alternative methods for solving human resources issues and prepares reports of findings and recommendations for solutions;
- Plans and conducts recruitment activities; analyzes staffing requirements and applicant sources; develops publicity and advertising campaigns;
- Represents the County through meet and confer with recognized employee organizations;
- Meets with department heads, labor representatives, and employees regarding recruitment, examination, classification, salary and wage administration, benefits administration, and other personnel matters;
- Analyzes and makes recommendations on staffing levels and organizational relationships;
- Develops classification concepts, conducts classification studies, and makes recommendations that impact the County classification plan, relating to the adoption, review, or modification of class specifications and related compensation;
- Performs review of positions, classifications, and organizational relationships through desk audits, interviews, or review of other relevant information;
- Prepares recommendations on salaries and related compensation matters;
- Prepares recruitment plans, examination announcements, and other materials for publicizing job opportunities with the County; speaks with individuals and groups to promote employment with the County;
- Reviews applications for County recruitments; conducts job analyses for validation of examinations;
- Analyzes requests and assignments related to organizational structure, salary levels, classification, examining procedures, and other County human resources functions;
- Analyzes duties and responsibilities in accordance with recognized rules, regulations, and practices to determine job content for purposes of examination development, position classification, and compensation;

### Senior Human Resources Analyst

- Interviews incumbents, supervisors, and management personnel and determines and/or recommends appropriate allocation of positions;
- Develops new or revised job descriptions based on classification studies;
- Gathers, tabulates, and analyzes salary and benefits data; recommends maintenance or revision of the County compensation plan;
- Develops and validates examinations; formulates items for written tests in accordance with recognized principles; assists in designing other selection devices;
- Coordinates employee benefits programs;
- Researches and compiles data to provide information needed to evaluate and maintain County benefits programs;
- Administers County retiree reimbursement programs and deferred compensation program;
- Develops Countywide employee benefits communications and materials;
- Interprets Federal and State laws as they pertain to the administration of employee benefits;
- Interprets labor agreements, policies and procedures to determine appropriate administration of benefits programs, etc.;
- May prepare training materials for employee development and conduct trainings in personnel-related matters;
- Reviews departmental requests and inquiries and determines steps necessary for disposition;
- May serve in a staff capacity for a variety of committees; prepares reports, correspondence, and statistical materials;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties as required.

### Employment Standards

### Senior Human Resources Analyst

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

**Training and Experience Note:** The required knowledge and abilities are attained through training and experience equivalent to completion of a Bachelor's Degree from an accredited college in Management, Business Administration, Public Administration, Industrial Relations, Human Resources, or a related field. Relevant analytical, administrative, lead, supervisory or management experience that includes interpreting rules and regulations, gathering data, formulating recommendations, and report writing can substitute for education on a year-for-year basis.

and

Four (4) years of full-time experience in human resources performing professional level analytical work. Experience in the public sector is desirable.

A Master's Degree in one of the disciplines listed above may be substituted for one (1) year of the required experience.

**Knowledge of:**

- Principles and practices of employee recruitment and selection;
- Principles and practices of employee classification, compensation, and wage administration;
- Principles and practices of benefits administration;
- Policies and procedures of public personnel administration;
- Principles and practices of management and supervision;
- Use of applicable Charter provisions, Merit System Rules, Personnel Practices, Memoranda of Agreement (MOA), Memoranda of Understanding (MOU), and applicable Federal, State and local regulations.

**Ability to:**

- Identify, research, and gather relevant information from a variety of sources;
- Read and interpret complex written materials;
- Analyze and evaluate data, procedures, and other information;

**Senior Human Resources Analyst**

- Formulate conclusions and/or alternatives and develop effective recommendations;
- Use work-related computer applications;
- Apply the principles, techniques, and methods used in classification, recruitment, selection, compensation, and benefits administration;
- Make accurate analyses and evaluations on personnel matters;
- Comprehend applicable Federal, State, and local laws and ordinances, regulations, and employee organization agreements;
- Prepare clear and accurate reports;
- Manage a variety of simultaneous work projects;
- Communicate effectively both orally and in writing;
- Establish and maintain effective and professional relations at all levels of the County and with the public.

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Rev – 9/30/2015 - DR

New – 12/5/2006 - JC