

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: HUMAN RESOURCES ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Administrator, Classified Human Resources, perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of County Office employees; conduct job analysis and compensation studies and assure personnel activities comply with established laws, rules and regulations.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of County Office employees; assist in the development and implementation of employee selection procedures; maintain current knowledge of and assure compliance with laws, rules and regulations related to personnel activities including Merit System rules, Affirmative Action and Equal Employment Opportunity.

Coordinate and perform complete recruitment processes involving advertising, testing, interviewing, and selecting personnel; prepare job announcements and place advertisements in various media; forward announcements and related correspondence to other departments, agencies and identified members of the public.

Oversee and participate in the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate.

Schedule interviews and arrange interview locations; develop interview questions and coordinate panelist selection; explain candidate requirements, rating sheets and interview questions to panelists; chair interview panels to determine eligibility of candidates as assigned; analyze and accept or reject job applicants according to requirements established within class specifications.

Assemble and organize examination materials; order, receive and monitor inventory levels of testing materials; participate in the selection of exam criteria; schedule and arrange examinations; explain testing procedures; distribute and collect exams; correct tests and compute scores; analyze test results and rank applicants; update records and notify applicants of test results; maintain eligibility lists.

Plan and conduct classification, job analysis, desk audits, salary and other personnel studies as directed; compile, compare and analyze related information and statistical data; recommend classification actions to appropriate administrator.

**January 18, 2006**

**San Mateo County Office of Education**

Meet and consult with employees, supervisors, administrators and outside agencies regarding personnel needs, policies, procedures, laws, codes, rules, regulations and the administration of classified and certificated human resources programs.

Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation and assigned personnel functions; process, update and analyze a variety of forms and applications.

Prepare formal notices for employees regarding personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, special projects, lists and other materials as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in a variety of meetings and in-services as assigned; attend job fairs and other recruitment activities as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, methods and terminology used in public personnel administration, including job analysis, selection, recruitment, classification and compensation.

Various governmental guidelines and regulations relating to personnel selection.

Current laws, codes, regulations and rules related to assigned personnel functions.

Merit system rules and regulations.

Operations, policies and objectives relating to human resources activities.

Organizational personnel policies and procedures.

County Office occupations and their requirements.

Organizational operations, policies and objectives.

Techniques and tools used in the development and administration of employee examinations, position classifications, job analysis and salary surveys.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a variety of office equipment including a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

**January 18, 2006**

**San Mateo County Office of Education**

Research methods.

**ABILITY TO:**

Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification and compensation of County Office employees.

Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.

Coordinate and administer pre-employment examinations.

Plan and conduct classification, job analysis, salary and other personnel studies as directed.

Screen and process employment applications and other personnel-related documents.

Coordinate and participate in the interviewing and selection of applicants.

Oversee the screening and processing of new personnel according to established procedures.

Maintain current knowledge of laws, rules and regulations related to personnel activities.

Maintain confidentiality of sensitive and privileged information.

Compose correspondence and written materials independently.

Operate a variety of office equipment including a computer and assigned software.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Plan and organize work.

Meet schedules and time lines.

Determine appropriate action within clearly defined guidelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, human resources, public administration or related field and three years of professional human resources experience involving recruitment, selection or classification activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

**January 18, 2006**

**San Mateo County Office of Education**

Bending at the waist, kneeling or crouching to file materials.