

## Human Resources Analyst

Job Code	Pay Grade
20140	CL18

### Nature of Work

This is advanced level professional work developing and implementing a variety of human resources (HR) management programs. Employees in this class develop, implement, and maintain professional human resources programs in one or more specialized HR areas. Incumbent performs complex assignments with considerable independent judgment and initiative, but refers problems of an unusual nature to a superior for resolution. With approval of the Director of Human Resources, an incumbent in the Human Resources Senior Associate classification may be promoted to this full performance level upon attainment of advanced competency. This position reports to a supervisor or designee.

### Minimum Qualification Requirements

- 7 years of professional experience that includes 2 years professional experience in the job's specialized field or assignment (such as classification, recruitment and selection, benefits, employee relations, employee development, human resources information systems, or other specialized HR area of assignment);
- Bachelor's degree in human resources management, personnel administration, business, public administration, or related field and 3 years of professional experience that includes 2 years professional experience in the job's specialized field or assignment (such as classification, recruitment and selection, benefits, employee relations, employee development, human resources information systems, or other specialized HR area of assignment); or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Performs professional level assignments in any combination of HR functions including total compensation, employment, employee relations, training, volunteer services, and other HR programs.
- Coordinates, administers, and communicates assignments and projects interacting with employees, supervisors, managers, vendors, and customers on a wide range of policies and procedures that implement pay, recruitment, health, retirement, employee relations, and communication on agency HR support and activities.
- Analyzes, researches, and makes recommendations to improve HR policies, procedures, and programs to include preparation of HR program related studies and reports for senior management and Personnel Board approval.
- Interviews employment applicants, explains the Merit System, reviews applications, and counsels applicants failing to meet qualifications.
- Interviews and counsels employees on county policies, procedures, rules, and benefits addressing job classification, benefits, recruitment, grievances, career development, performance evaluations, and other matters.
- Analyzes position audit questionnaires during position classification reviews, conducts field interviews, audits positions, and prepares and revises position descriptions/class specifications.
- Conducts wage and salary surveys, prepares related charts, spreadsheets and reports.
- Defends findings of cyclic reviews in meetings with affected employees, department directors and Appointing Authorities, and at appeal hearings before the Personnel Board.

## Human Resources Analyst (continued)

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### Illustrative Tasks (continued)

- Assists managers and supervisors with benefit plan administration including counseling parties on health benefits, retirement, short/long term disability, family/medical leave and other matters.
- Plans, prepares and conducts employee training and staff development programs, new employee orientation, and pre-employment classes at Pinellas Technical Education Centers.
- Authors, updates and distributes documents and publications, which include training catalogs, employee manuals, management/supervisory notes, performance review manuals, and other employee development materials.
- Pursues recruiting at high schools, colleges, technical schools, job fairs, and in the general community.
- Performs data processing related duties including using statistical packages or programs, encoding data, data entry and retrieval and routine computer terminal operations and programming.
- Designs new HRIS systems, prepares technical and design specifications; identifies maintenance needs.
- Serves as liaison with other departments, vendors and consultants.
- Researches and recommends procurement of hardware and software; monitors maintenance contracts and consultant services prior to authorizing payments.
- Establishes user categories and access limitations to system resources; trains users to operate departmental computer applications.
- Coordinates and assists with information processing system installations, loads software; resolves equipment problems, performing system recoveries and backups.
- Advises management on applications to assist department operations.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities (Depending on area of assignment.)

- Knowledge of the principles and practices of public human resources administration.
- Knowledge of principles, methods, and techniques relevant to labor classification and compensation.
- Knowledge of principles, practices and techniques relevant to recruiting qualified employment applicants.
- Knowledge of statistical concepts and methods used in examination processes and in salary survey work.
- Knowledge of methods and techniques of employee training; principles of course development and skill in designing training programs to meet needs of department employees or other target audiences.
- Knowledge of office automation, statistical, database, and integrated software.
- Knowledge of data analysis and research techniques, methods and processes.
- Knowledge of governmental purchasing, personnel, and budget practices and procedures.
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems.
- Skill in public speaking and ability to tactfully deliver accurate and understandable counsel, in response to inquiries or complaints.
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to express oneself clearly and concisely, orally or in writing.
- Ability to analyze data, exercise sound judgment, prepare reports, and maintain supporting records.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships with customers, superiors, fellow employees, and others.
- Ability to perform technical computations and analyses; generate reports, sort and categorize data.

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Revised	EEOC Code	Overtime Code
12/14	Professional	Classified/Excluded