



## HUMAN RESOURCES ANALYST 1

1320

### GENERAL DESCRIPTION OF CLASS

Human Resource Analysts do strategic and operational management activities related to the performance of Human Resource in a State agency. Human resource professionals are consultants to management; give technical advice and coach managers in human resource structure, process, and staffing to improve the operational performance of State agencies. They coordinate and maintain human resource management functions such as employee classification, recruitment and selection, personnel policies, labor or employee relations and regulatory compliance. Some positions give training or guidance to lower level Human Resource staff, but guidance of others is not the primary function.

The HUMAN RESOURCE ANALYST 1 is either a generalist working in several human resource functional areas, or a specialist in such areas as, recruitment and selection, risk management that includes workers' compensation claims, or employee leave compliance and tracking. Employees assigned to this class assist higher-level analysts in the more complex functional areas of labor relations, classification and AA/EEO compliance. This class is also the entrance to the human resource analyst series. As training progresses the employee takes on independence to complete assignments that are more complex.

### DISTINGUISHING FEATURES

The Human resource Analyst 1 class is the first level of a three level series. Employees have clear but varied procedures with specific precedents. Changing work conditions require judgment to select which among many procedures to follow. Answers to work questions are readily available and tend to follow a pattern.

The Human Resources Analyst 1 tasks are procedural and more patterned, and there are readily available guidelines. This feature distinguishes it from the higher-level Human Resource Analysts. For example, the Human Resource Analyst 2 applies theory to develop new procedures where a Human Resource Analyst 1 will modify existing procedures to fit the situation.

This classification series excludes positions that have a primary or singular focus in either employee development or employee safety.

### DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties as well as other related duties:

#### 1. Human Resource Program Coordination

Administer, monitor and track a variety of personnel actions and processes including changes to employee compensation, unemployment claims, or leave requests. Assist other Human Resource Analysts to complete and process position classification changes. Review personnel actions, workers' compensation claim forms or other employment documents for accuracy by applying collective bargaining provisions, state rules, policies and procedures. Review policies and agreements to advise supervisors and managers on procedures for leave requests, background verifications, recruitment, completing personnel actions, return to work of injured workers,

performance appraisals. Develop materials and give training in Human Resource procedures. Recommend changes to human resource procedures and processes. Coordinate human resource programs such as internships, mentor or specialized recruitment.

## **2. Recruitment and Selection**

Interpret or apply policies, laws, regulations or union contracts relating to recruitment, selection, and hiring practices and procedures. Evaluate position descriptions for consistency with class specifications; identify essential and marginal functions. Collaborate with hiring managers to plan recruitment strategy. Work with hiring managers to develop selection criteria and interview questions. Create recruitment announcements and advertisements.

Review applications for qualification standards and compare against grading criteria. Score and evaluate job applications. Prepare for and attend job fairs to give information about employment opportunities. Give advice to managers on recruitment procedures, affirmative action policies and hiring processes. Train others on recruitment procedures. Advise on procedures to hire temporary workers. Monitor temporary appointments for compliance with policy and procedures. Maintain recruitment records. Complete and maintain records for security background checks and driver's records. Coordinate and plan career or job fairs.

## **3. Employee Records and Reporting**

Maintain employee-related databases. Operate software to calculate statistics or prepare statistical reports. Review, collect and analyze data to prepare reports, and write or edit personnel procedures, processes and forms. Respond to subpoenas and requests for personnel files and employment records. Compile and monitor workers' compensation claims and return to work of employees. Analyze requests for compliance with public records and disclosure regulations; refer questions to the Attorney General office. Monitor human resource actions and settlement agreements to meet documentation requirements. Review and analyze statistical reports for trends and report finding to higher-level Human Resource analysts. Maintain and oversee the retention of employee-related files. Purge manual and electronic records.

Advise on the methods of processing personnel-related transactions through the state human resource information system. Work with human resource staff, the state central payroll and budget sections to correct problems with employee position or payroll records. Identify areas of non-compliance with record keeping procedures. Develop system design documentation such as computer screen examples, form changes, or changes to training manuals. Collaborate with system users to compile and recommend current and long-term needs for changes to the state human resource information system.

## **4. Analytical Support**

Analyze work situations and advise supervisors and managers on communicating performance expectations. Give advice to supervisors relating to low-level grievance actions. Draft or assist supervisors in preparing formal written reprimand or letter outlining expectations or concerns. Analyze employee work performance to recommend removal from trial service. Review files, laws, policies and collective bargaining agreements and prepare background reports for managers or higher-level analysts. Coordinate processing of grievance and appeals. Maintain grievance case files and other labor related databases; track, monitor and compile related data. Participate at bargaining sessions by taking official notes and maintaining records. Prepare draft bargaining proposals, final contract drafts and distribute. Monitor grievance cases for contractual requirements. Coordinate communications between parties to bring grievances to conclusion.

Coordinate review of positions for overtime eligibility. Analyze jobs to write position descriptions. Audit jobs and recommend position allocation. Collect and distribute compensation data in support of collective bargaining. Respond to salary surveys from other jurisdictions; match descriptions of jobs to state job classes; compare and compile salary and benefit information. Analyze compensation data such as base compensation, composite benefit rates, differentials, premium and penalty pay, and paid time off. Maintain data base human resource system tables such as salary rates, classification titles, job evaluations and compensation factors. Calculate compensation rates using standardized compensation formulas.

### **RELATIONSHIPS WITH OTHERS**

Employees exchange information in person, writing, via telephone or by electronic transfer. Employees have regular interaction with managers and first-line supervisors to receive instructions, coordinate and schedule activities, exchange or give information, explain procedures and policies or to help resolve complaints or disputes. The Human Resource Analyst 1 regularly interacts with staff from state oversight agencies to research information or gain interpretation of policies and laws. They regularly contact people outside state government to do recruitment outreach or explain procedures.

### **SUPERVISION RECEIVED**

The Human Resource Analyst 1 works under close guidance of a higher-level human resource professional or manager. The supervisor typically reviews work in progress as well as outcomes, and gives advice or direction regarding work procedures and prioritization. Employees have clear but varied procedures with specific precedents. Changing work conditions require judgement to select which among many procedures to follow.

**KNOWLEDGE AND SKILLS (KS)****Basic knowledge of:**

Practices involved in human resource functions.
Principles and processes involved in business and organizational planning, coordination and execution. This includes operational planning, resource allocation, staffing, leadership techniques and production methods.
Numbers, their operations and interrelationships including, arithmetic, algebra, statistics and their applications.
Structure and content of the English language such as, the meaning and spelling of words, rules of composition and grammar.
Human behavior and performance, and mental processes as it applies to organizational behavior.
Automated data systems and associated software such as spreadsheet and word processing, or tracking databases.

**Skill to:**

Communicate effectively with others in writing based on the needs of the audience.
Talk to others to effectively convey information.
Use tact and diplomacy with individuals from diverse backgrounds.
Understand written sentences and paragraphs in work related documents.
Identify the nature of problems.
Find and identify essential information.
Approve requests, handle paperwork and do day-to-day administrative tasks.
Use logic and analysis to identify the strengths and weaknesses of different approaches.
Make judgements about or assess the value, importance or quality of things or people.
Evaluate information against a set of standards and verify that it is correct.
Identify underlying principles, reasons or facts by breaking down information or data into separate parts.
Compile, code, categorize, calculate, tabulate, verify or process information or data.
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Develop constructive and cooperative working relationships with others.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON  
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