



HUMAN RESOURCES ANALYST 2

1321

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. 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 2 does the full range of professional work activities related to human resource management. The areas include employment, personnel record keeping, job analysis and classification, equal employment opportunity compliance, safety and health, employee development and performance, and labor or employee relations. Employees work either as a generalist or as a specialist with a primary focus in areas such as recruitment or position classification.

DISTINGUISHING FEATURES

The Human Resource Analyst 2 is the second and journey level of a three level series. Employees do varied work and act independently. Potential impact of work decisions is generally narrow and limited to defined organizational policies. Employees consider developing new procedures to get required results. At this level, employees are primarily engaged in the interpretation and application of established policies and regulations. Interpretation may change because of varying situations.

The work has more diversity and complexity of situation and fewer structured guidelines than the work of a Human Resource Analyst 1. The Human Resource Analyst 2 deals more with concept, and the Human Resource Analyst 1 deals more with procedure. The next higher level of Human Resource Analyst 3 applies expert knowledge and uses more inductive thinking to develop new solutions to workforce management issues. In addition, the potential impact of decisions for a Human Resource Analyst 3 is broad.

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

Advise managers and others in the interpretation and application of rules, policies and collective bargaining agreements. Draft for review, formal letters of disciplinary action such as reduction in pay or letters of reprimand. Hear grievance of contract or rule violation and recommend action. Coach managers on employee motivational or performance management techniques. Support collective bargaining by compiling labor market information, prevailing labor practices or other data. Collaborate with union stewards or representatives to solve grievance issues.

Monitor the employee safety function. Train department employees on safety procedures, laws and guidelines. Investigate reports of safety violations. Prepare safety reports. Administer the worker's compensation process by helping managers file paperwork. Coordinate worker injury claims with worker compensation insurance carrier. Coordinate employees' return to work by analyzing jobs and matching employees to the assignment. Receive and process employee leave requests. Coordinate leave requests with payroll section to integrate employee benefit coverage. Apply regulations and policies to leave situations; integrate family leave and worker compensation regulations to process leave requests. Decide need for and obtain medical certification of employee limitations.

2. Recruitment and Selection

Coordinate or oversee recruitment projects. Advise managers on recruitment and selection procedures. Develop and validate selection instruments, grading criteria or assessment instruments. Evaluate and modify test instruments. Analyze jobs for selection criteria. Analyze statistics and research practices to plan recruitment needs. Forecast work force needs. Coordinate or lead candidate search for executive or difficult to recruit positions. Plan long and short-term staffing and design strategies to meet goals and objectives. Identify labor markets to fill staffing requirements. Modify recruitment procedures. Administer temporary worker and executive search contracts.

3. Position Classification

Evaluate position descriptions, interview personnel, and analyze information to decide position classification. Write position analysis reports. Coordinate budget packages to change positions. Explain classification decisions and financial impact to employees and managers. Support higher-level analysts or legal counsel at administrative hearings or arbitration by explaining classification analyses. Revise class specifications by collaborating with managers and employees and working with centralized State classification section. Analyze information to decide classification level and forecast budget personnel costs. Evaluate employee classification appeals for appropriate action. Maintain position inventory databases. Survey comparative classifications and positions. Review position descriptions for FLSA designation; monitor FLSA reports for accuracy.

4. Miscellaneous Human Resource Functions

Gather facts; analyze issues, research practices or rules to recommend agency action. Investigate claims of discrimination or inappropriate work behavior to recommend action. Compile information for the Affirmative Action Plan; monitor the plan and report results. Write or revise State agency human resource procedures, handbooks or training materials. Review information, summarize and write decision papers or other reports. Assess current policies or procedures and recommend improvement; draft for review policies based on recommendation. Review forms and requests for compliance with procedures and policy. Coordinate the process to reduce staff. Design and present training sessions on Human Resource related topics. Meet with employee groups to discuss workplace issues and concerns. Assist others to explore options and solve problems. Advise employees on career options.

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 2 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 2 works independently, and under the general guidance of a higher level human resource professional or manager. The supervisor typically reviews outcomes and gives advice or direction as needed. At this level, employees are primarily engaged in the interpretation and application of established policies and regulations. Interpretation may change because of varying situations.

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

Policies and practices involved in human resource functions. Such as job analysis, position classification, recruitment, selection, training, labor relations and negotiation strategies, and human resource information systems.
Human resource laws, regulation, policies and procedures including new statutory and regulatory requirements affecting Human Resource programs.
Principles and processes involved in business and organizational planning, coordination and execution. This includes operational planning, resource allocation, staff modeling, leadership techniques, production methods and organizational behavior.
Merit-system philosophy and principles.
Structure and content of the English language such as, the meaning and spelling of words, rules of composition and grammar, and the techniques of report and business writing.
Human behavior and motivational strategies that can be used to improve organizational performance.
Automated human resource systems and associated software such as spreadsheets, word processing, and data base management systems.

Basic knowledge of:

Instructional methods and training techniques including learning theory, group and individual training techniques, needs assessment, design of individual development plans and test design principles.
Group and team behavior strategies that help organizations achieve goals and objectives.
Problem-solving techniques.
Policies and practices involved in employee health and safety.

Skill to:

Deliver information effectively in a variety of settings including; one-on-one, small and large groups, presentations, and various written forms such as letters, memos, analytical reports and decision documents.
Interview people to elicit information.
Identify the nature of problems.
Identify things that must change to achieve a goal.
Develop an image of how a system should work under ideal conditions.
Find and identify essential information.
Make judgments 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.
Analyze a multiplicity of data and information from several sources and arrive at logical conclusions.
Identify underlying principles, reasons or facts by breaking down information or data into separate parts.
Combine, evaluate and reason with information and data to make decisions and solve problems.
Interpret and apply statistical or other data to specific issues.

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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 Human Resource Services Division