

**CLASS SPECIFICATION**

**Principal Human Resources Analyst**

**Code Number:** \_\_\_\_\_

**GENERAL PURPOSE**

Under general direction, supervises and performs a variety of complex professional and technical activities in support of the Commission's human resource management programs, including recruitment and selection, classification and job evaluation, compensation, employee relations, performance appraisal and benefits; serves as the Commission's Safety Officer; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Principal Human Resources Analyst supervises and participates in the delivery of human resource management programs and services in assigned areas of functional responsibility. The incumbent provides professional advice and counsel to Commission managers, supervisors and employees and carries out difficult and complex responsibilities requiring a high degree of professional, organizational and interpersonal knowledge, skill and sensitivity.

Principal Human Resources Analyst is distinguished from Senior Human Resources Analyst in that a Principal Human Resources Analyst supervises and performs the more difficult and complex work requiring greater professional knowledge and experience and having high impact and criticality on Commission operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Plans, organizes and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to development of and monitoring of performance against the annual section budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Establishes performance requirements and personal development targets with assigned staff; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to

address performance deficiencies, in accordance with the Commission's personnel policies and Memorandum of Understanding.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the section's and the Commission's mission, objectives and Core Values.

Serves as human resources liaison to designated divisions or sections, providing or coordinating the provision of a wide range of human resources programs and services to sections and section employees; coordinates and provides Commission-wide functional expertise and leadership in assigned areas of responsibility.

Plans, supervises and participates in the day-to-day administration of Commission benefit programs, including Section 125 flexible benefits, health, dental, life, long-term disability, retirement and deferred compensation; supervises, coordinates and implements annual plan renewal and open enrollment processes; researches and evaluates benefits program strategies and options, evaluates financial and other impacts and recommends changes; works with brokers on the renewal of benefit plans and contracts; interacts with benefit plan providers to resolve coverage and claims issues on behalf of employees; supervises the processing of claims and maintenance of records.

Serves as the Commission's Safety Officer, in accordance with the requirements of its adopted Risk Management Program; develops, implements, administers and oversees employee safety and wellness programs, including safety, occupational safety and training, workers' compensation and related programs, to ensure compliance with federal and state laws and regulations; oversees the adjudication of workers' compensation claims and resolution of work status, return to duty and work limitation issues.

Develops, recommends and implements procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; advises managers on required safety programs and appropriate employee safety training; monitors safety program compliance; ensures new employees are oriented on the Commission's Safety Policy and Risk Management Program.

Designs and implements employee recruitment and selection programs; designs outreach recruitment programs to obtain qualified candidates; directs and participates in the preparation of job announcements, advertisements and other recruitment materials; screens applications for qualifications; coordinates, designs and administers job-related selection procedures, including but not limited to application reviews, written and performance tests, interviews and assessment techniques; directs or requests background and reference checks; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines.

Confers with and interprets policies, procedures and regulations to Commission managers, supervisors, employees and the public; works with supervisors and employees to resolve serious performance/conduct issues, grievances and policy or MOU application and interpretation questions; assists managers and supervisors in the application of constructive discipline processes; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues; resolves or assists in the resolution of disputes.

Conducts organizational and position classification studies; audits and prepares new or modified job analysis documents and class specifications; analyzes results of classification audits; recommends changes regarding incumbents, classes and class series; designs, supervises and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure or benefit program changes based on studies and analyses; provides classification, compensation and benefits information to other organizations.

Performs research, evaluates information and proposes new and revised personnel policies or administrative regulation provisions; recommends and implements changes to section policies, practices and procedures.

Supervises and participates in the use, development, enhancement and maintenance of the Commission's Personnel Information System, including employee information databases; supervises the processing of personnel actions; implements system and database changes required in connection with salary range adjustments and agency reorganizations; designs and develops specialized and ad hoc reports; supervises and participates in troubleshooting system and data errors; proposes system changes and enhancements.

## **OTHER DUTIES**

Oversees, reviews requests and recommends actions in response to employee leave requests, ensuring agency compliance with federal and state laws and regulations; administers the unemployment insurance program.

Chairs the Safety Committee; serves as lead to the Commission's threat assessment team in implementing its *Zero Tolerance of Threats* policy.

Ensures the maintenance of a wide variety of legally required records, reports and notices; prepares correspondence and reports regarding health and safety program issues; monitors health and safety legislative and regulatory changes; evaluates implications for Commission policy, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.

Provides staff support to the Retirement Plan Investment Committee; evaluates, formulates, recommends and implements retirement plan provisions and procedures.

Acts for the Human Resources manager in that individual's absence.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Theory, principles, practices and techniques of public personnel administration, including recruitment, testing and selection, equal employment opportunity, employee relations, classi-

fication and job analysis, compensation and benefits administration, employee development, and performance planning and appraisal; principles and practices of labor relations, including contract administration techniques; policies, practices and methods for developing and administering safety and wellness programs; federal, state and local laws, rules, regulations and standards applicable to areas of assigned responsibility, including state law and regulation governing administration of workers' compensation and unemployment insurance programs and the determination of benefits; principles, practices and terminology used in claims management and claims adjudication; common terminology, procedures and protocols used in occupational medicine; administrative principles and methods, including goal setting, program development and implementation; research methods and analysis techniques; trends in human resource program development; Commission functions and associated human resource management issues; operations and uses of the Personnel Information System and payroll systems and terminology; operation and uses of computer systems and standard business software; Commission administrative regulations, personnel policies and Memoranda of Understanding; principles and practices of effective management and supervision.

**Ability to:**

Analyze and make sound recommendations on complex human resources management issues; understand, interpret, explain and apply Commission, state, and federal policy, law, regulation and court decisions governing the Commission's human resource management program; present proposals and recommendations clearly and logically; represent the Commission effectively in dealings with bargaining unit representatives on technical issues; understand, explain, interpret and apply complex federal, state and local requirements regulating work place health and safety; analyze complicated unemployment insurance and workers' compensation and liability claims issues and problems, evaluate alternatives and make appropriate recommendations; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; use computer tools and software; handle sensitive employee situations with compassion, tact and confidentiality; establish and maintain effective working relationships with all levels of Commission management, bargaining unit representatives, other governmental officials, benefits providers and third part administrators, employees, applicants and the public.

**Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with major coursework in public or business administration, human resources, psychology or a related field; five years of increasingly responsible human resource program management experience; or the equivalent combination of training and experience. Experience in a governmental setting is preferred.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand; and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions, and interact with managers, supervisors, employees, bargaining unit representatives, applicants, benefits providers and third party administrators, representatives of other governmental agencies and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions. A high volume of telephone calls and 'walk-in' traffic result in a moderately loud noise level on a frequent basis.