



CLASS SPECIFICATION FOR:

Human Resources Analyst I

General Statement of Duties:

Performs professional level work involving a variety of specialized assignments in human resources administration to support assigned functional area or division ensuring all administrative procedures and documentation requirements related to the areas of responsibility are met; does related work as required.

Distinguishing Features of Class:

This is the first of four levels. Each level is distinguished by the following characteristics: depth and breadth of functional and technical knowledge and experience; ability to independently and appropriately apply concepts in situations that require analysis, judgment and discretion; level of autonomy exercised in completing assignments and making informed decisions and recommendations; complexity and quality of work assignments, projects and work produced; and role within the assigned functional area/division. Incumbents in this job classification perform responsibilities for established programs and/or operations independently according to standard procedures with opportunity for independent judgment in planning work and making technical determinations; refers complex or unusual situations to supervisor or appropriate person. Receives general supervision.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Provides professional and technical advice, subject matter expertise and problem solving services to customers of assigned functional area/division;
- Investigates, assesses, analyzes situations and resolves disputes, problems, and issues of a more routine nature and average difficulty by applying standard practices and applicable policies and regulations for customers of assigned functional area/division;
- Serves as a resource providing technical advice and assistance to County Departments and other users on technology, personnel issues and policy/procedures and other matters relevant to assigned functional area/division;
- Works with outside vendors and appropriate internal and/or external technology liaisons to resolve issues;
- Makes presentations specific to the assigned functional area/division such as orientations, training, open enrollments, technology, reporting, etc and updates presentations as necessary;
- Independently coordinates or handles established programs, tasks and/or processes specific to assigned functional area/division;
- Coordinates logistics as needed to accomplish assigned tasks and projects;
- Maintains functional area/division specific database(s) including entering, auditing and reporting data;
- Maintains records, paper and electronic, of activities and programs and prepares regular and special reports;
- Prepares activity and performance reports; statistical summary reports of HR functions, activities, and programs;
- Formulates training and communication materials for approval;
- Represents functional area/division on technology initiatives such as upgrade and patches by testing, auditing, documenting and communicating results to ensure process and system integrity and outcomes are consistent with operational needs;
- Handles small division specific projects from planning to completion as assigned under direction of supervisor;
- Designs, implements, analyzes and reports on basic division-specific studies and surveys;
- Performs or assists in technical, fiscal, regulatory, and organizational work requiring planning, analysis, data gathering and interpretation; written and oral reports;
- Assists more senior level professional staff in tasks and projects as assigned;
- Provides guidance and technical assistance to Human Resources Assistants and other department staff as needed;
- Maintains current working knowledge of Federal, State, and County laws, regulations, and ordinances pertaining to human resources programs and management, especially those relevant to the assigned functional area/division;
- Recognizes trends and impacts, analyzes and reports on possible impact on division's processes and operations;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Broad basic knowledge of employment laws and human resources administration and functional areas; good knowledge of governmental organizations and procedures, or the ability to acquire such knowledge; sound logic and reasoning skills with the ability to research, interpret, understand, apply and communicate human resources program and service information, rules, regulations, policies and procedures specific to assigned functional area/division; ability to make sound decisions relative to assigned area; ability to perform or coordinate division specific tasks as established; ability to proactively identify problems and opportunities, propose effective solutions and implement approved solutions; basic presentation skills; ability to communicate effectively, both orally and in writing; ability to express ideas clearly and concisely, both orally and in written form; basic knowledge of statistical principles; ability to research a variety of data and to prepare detailed statistical reports; basic project management skills; proficiency in the use of personal computers and /or automated systems with the ability to enter, retrieve and analyze data and prepare reports; demonstrated proficiency in working with Excel spreadsheets, databases and other common business software products; ability to learn and use specialized systems; ability to create and maintain technical and confidential records; ability to establish and maintain effective working relationships with County officials, employees, the public and vendors relevant to assigned functional area/division; ability to work independently with minimal direction and supervision to manage own workload and priorities and complete assignments as required; excellent customer service skills; tact; and courtesy.

Minimum Education and Experience:

Education: Four (4) year degree in human resources management, public administration or other relevant field;

Experience: One (1) year of relevant professional experience related to assigned functional area or division;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Physical condition that allows for lifting and moving up to 30 lbs of supplies and other job related equipment as needed;
- May require driver's license;
- May require a pre-employment and/or annual/regularly scheduled physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.