

CLASSIFIED HUMAN RESOURCES ANALYST

Reports to: Director, Human Resources

Division: Human Resources

Our ideal candidate

You have highly developed analytical and critical thinking skills. You are able to manage multiple projects effectively and meet timelines. Your oral and written communication skills are exceptional. You are equally skilled at attending to details and seeing the big picture. You understand politically sensitive issues and handle yourself in a confidential and diplomatic manner. You are committed to providing the best service possible to Santa Barbara County Education Office departments, employees, and applicants.

General description

Under general direction, perform a full range of professional analytical work associated with merit system human resources, including examination development and validation, recruitment planning and applicant sourcing, position classification, compensation, and other human resources research.

Specific duties and responsibilities

- In collaboration with hiring managers, plan and develop comprehensive recruitment plans, including applicant sourcing and appropriate examination process.
- Develop qualified and diverse applicant pipelines and sources by a variety of methods, including social media, professional networking, participating in recruiting events, identifying appropriate advertising and outreach, preparing position announcements, and writing and placing advertisements.
- Promote the recruitment and retention of qualified applicant pools by prompt and professional communication with job applicants regarding employment opportunities, application and recruitment status, examination results, and SBCEO employment process.
- Review applications to determine whether applicants meet minimum qualifications.
- In consultation with subject matter experts, develop various types of examinations that result in ranked eligibility lists to be used in the selection of candidates for classified jobs; select items for written examinations; develop written exercises and performance examinations; develop oral examination competencies, scoring guidelines, and questions; set passpoints.
- Ensure content validity and predictive power of examinations by reviewing item histories and examination results and making refinements as needed.
- Facilitate the administration and scoring of examinations.
- Certify eligibility lists in accordance with Personnel Commission Rules.
- Facilitate the onboarding of new classified employees by providing new hire documents, monitoring the completion of pre-employment requirements, arranging pre-employment physical examinations, processing new employee records and files, and scheduling new employee orientation. May conduct new employee orientation.
- Promote understanding and acceptance of merit system practices by educating hiring managers on the classified selection process and their opportunities to participate.
- May serve as a rater or oral examination panelist as needed.

CLASSIFIED HUMAN RESOURCES ANALYST

- Under the direction of the Director of Human Resources, conduct classification studies and draft reports regarding the establishment of new job classifications, reclassification of positions, and revision of current job descriptions; draft new or revised job descriptions for approval by Personnel Commission.
- Under the direction of the Director of Human Resources, conduct compensation studies and draft reports and recommendations for salaries for proposed new classifications or revised salaries for current classifications.
- Respond to salary surveys conducted by other parties.
- Analyze current classified human resources practices and processes and propose modifications, with the goals of greater efficiency, validity, effectiveness, and equity.
- As assigned, draft revisions to sections of the classified employee handbook or Personnel Commission Rules.
- May conduct research or data collection on human resources-related topics as assigned.
- Perform related duties as assigned.

Requirements

Education: Possession of a bachelor's degree in human resources, public or business administration, psychology, social sciences, or related field. Additional related professional experience may be substituted for up to two years of the required higher education on a year-for-year basis.

Experience: Two years of professional experience in human resources that included one or more of the following: employee recruitment; applicant sourcing; examination development; position classification; and compensation administration. A master's degree in a closely related field may be substituted for up to one year of required professional experience.

Experience in public sector human resources and/or a merit system is preferred.

Knowledge of:

- principles, practices, methods and terminology used in public human resources administration, including job analysis, selection, recruitment, classification and compensation
- federal and state employment law relating to employee selection
- merit system rules and regulations
- generally accepted professional practices in the development and validation of employee selection procedures, job classification, and job analysis
- correct English usage, grammar, spelling, punctuation and vocabulary
- arithmetic, including percentages and fractions
- modern office practices, procedures, and equipment
- telephone and email etiquette
- standard office productivity software applications, including spreadsheet programs
- record-keeping practices

CLASSIFIED HUMAN RESOURCES ANALYST

Ability to:

- gather, evaluate, and analyze data and draw sound conclusions
- analyze situations accurately and adopt an effective course of action
- draft a variety of written documents, including advertisements, examination materials, candidate communications and correspondence, recommendations, rules, and procedures
- perform accurate arithmetical calculations
- communicate effectively, both orally and in writing
- interpret, explain, and apply laws, regulations, rules, and policies
- learn County Education Office organization, operations, policies and objectives
- learn and apply California Education Code relating to classified employee selection
- maintain current knowledge of laws, rules, and regulations related to classified human resources
- learn and apply descriptive statistics
- plan and organize work to meet deadlines
- work independently and as part of a team
- interact effectively with a wide variety of people within and outside the organization
- operate a computer and other office equipment and related software programs
- use a human resources information system, enterprise financial system, applicant tracking system, and other proprietary and commercial databases
- maintain accurate records and files
- maintain confidentiality of sensitive information

Licenses and certificates

- Possession of a valid California Class C driver's license, insurance as required by law, and the use of a dependable automobile are required.
- Must be eligible to be a custodian of records as required by the Department of Justice.

Working conditions

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

Local travel by car to a variety of locations countywide, in order to attend meetings and recruiting events and conduct interviews and examinations, is required. Occasional overnight travel may be required.



CLASSIFIED HUMAN RESOURCES ANALYST

Series

Human Resources

Salary range 84

Approved by the Personnel Commission:

June 24, 2021