

CLASSIFICATION ADDENDUM

Job Title: Human Resources Analyst

Classification Specification: Management Analyst

Barg Unit: Non

Pay Grade: C41-C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Human Resources Analyst performs human resources services in assigned areas that may include, employee relations, labor relations, recruitment/selection/staffing and workforce planning, classification, compensation, human rights, employee benefits, training and development, workers compensation and risk management, human resources policies and procedures, HR Information Systems, administration of various State and Federal mandates. Performs related duties as required.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of human resources, business or public administration, or related field plus sufficient related work experience in human resources.

Licensing Requirements:

- PHR Certification or SPHR Certification may be required.

Knowledge:

- Principles, practices and procedures of various HR specialty functional areas;
- Various HR-related Federal, State, and local laws, rules, and regulations;
- Investigative and fact-finding practices;
- Principles of diversity and cultural competency;
- Principles of performance management and supervision.

Skills: *(Demonstrated skill in performing the following)*

- Presenting technical information on various HR related topics to staff and management;
- Troubleshooting and consultation/advisement with staff and management in resolving issues.

Qualification For Grade Progression:

C41 – Contributing

C42 - Journey

C43 - Advanced/Lead Level

Physical Requirements Addendum

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Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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