



CLASS SPECIFICATION FOR:

Human Resources Analyst II

General Statement of Duties:

Performs full-performance professional level work involving a variety of specialized assignments in human resources administration to support assigned functional area or division; ensures compliance and adherence to applicable policies, procedures, guidelines and regulations related to the areas of responsibility; provides guidance and support on matters of policy, procedures and regulations to all levels of County employees; does related work as required.

Distinguishing Features of Class:

This is the second 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 independently performs and coordinates tasks supporting established programs and/or operations independently; ensures compliance and adherence to applicable policies, procedures, guidelines and regulations, assigned responsibilities; routinely uses independent judgment in planning work and making decisions; 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 an unusual or moderately difficult nature by applying considerable in-depth knowledge of assigned functional area/division's applicable practices, policies and regulations for customers of assigned functional area/division;
- Serves as a expert 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;
- Plans, develops and gives presentations specific to the assigned functional area/division, including recognizing the need for revisions, recommending changes for approval and implementing approved changes;
- Independently coordinates or handles established, routine and more complex programs, tasks and/or processes specific to assigned functional area/division;
- Handles assignments and responsibilities for multiple business segments within the assigned 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 including statistical summary reports of HR functions, activities, and programs;
- Formulates communications in response to questions, situations and/or division's operations;
- 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 division specific projects from planning to completion as assigned under limited supervision;
- Designs, implements, analyzes and reports on division-specific studies and surveys;
- Assists in the survey, review and analysis of the division's delivery of services, problem solving and solution implementation;
- Performs technical, fiscal, regulatory, and organizational work requiring planning, analysis, data gathering and interpretation, and written and oral reports;
- Assists more senior level professional staff in tasks and projects as assigned;
- Assists with the review and revision of division specific policies and procedures including identifying needed revisions;
- Provides guidance, assistance and direction 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, researches, analyzes and reports on possible impact on division's processes and operations including identifying possible solutions/responses;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Considerable knowledge of employment laws, human resources administration and functional areas; considerable knowledge of County operations, policies, procedures and regulations; demonstrated sound logic and reasoning skills with the ability to research, understand, accurately interpret and apply, and effectively 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 coordinate functional area/division specific tasks; ability to proactively identify problems and opportunities, propose effective solutions and implement approved solutions; effective presentation skills with the ability to research, revise, update and/or develop new presentations; ability to communicate effectively, both orally and in writing, clearly and concisely; 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; proficient use department and division specific specialized systems; ability to create and maintain technical and confidential records; ability to establish and maintain effective working relationships with County officials, employees at all levels, the public and vendors relevant to assigned functional area/division; ability to work independently with general 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: Three (3) year of relevant professional experience related to assigned functional are 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.