Title: Human Resources Analyst

Dept.: Human Resources

Reports to: Director of HR

Effective Date: January 2013

Job Code Number: 10806

Grade Number: 17, Non-represented

FLSA Status: Exempt

General Position Summary:

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the evaluation, development, implementation and maintenance of the KCLS classification and compensation system, employment processes, the information systems used to transact HR business processes, the records retention and public request processes, the labor relations activities and performs other human resource duties as assigned.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Participates in planning and carrying out position classification and compensation studies; audits and prepares new or modified job analysis documents, class specifications and class concepts; recommends the classification of new or modified positions, classes and class series. Designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure changes based on studies and analysis. Coordinates classification appeals process.

2. Provides technical expertise to managers and supervisors on KCLS classification and compensation systems, issues, and wage and hour laws and regulations.

3. Provides leadership, technical support, training and assistance to staff during implementation, administration, maintenance and upgrades of the online employment application software. Finds solutions, identifies and resolves problems and issues. Analyzes and recommends revisions in practices and procedures. Develops and maintains user manuals.


5. Conducts job analysis studies and constructs job related and valid selection criteria.

6. Provides statistical and research assistance to staff in gathering, preparing and analyzing data for use in developing and implementing policies and procedures and determining cost. Assists in the development of HR policies, procedures and activities; responds to inquiries from staff and public regarding HR policies and procedures, as appropriate.
7. Designs and utilizes databases for tracking HR related data and responding to information requests. Prepares statistical reports, graphs, charts and other reports. Provides reporting and data analysis using the HRIS and other applications.

8. Documents business requirements for the HRIS system and assists with purchase, implementation, and maintenance of the data and system.

9. Administers the HR intranet site and KCLS HR websites as assigned. Acts as the HR liaison with the IT Department.

10. Provides guidance to HR staff ensuring compliance with current approved records retention schedules, laws, rules for records management and KCLS retention policy and procedures. Researches and responds to public records requests when appropriate.

11. Conducts a variety of special projects, as directed.

Secondary Duties:
1. Serve on various employee committees.
3. Provide backup for related positions.
4. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS staff members and potential KCLS staff members along with other agencies and consultants. Contacts are frequently initiated by a third party (i.e. staff member or outside agency), regularly are made on the incumbent’s own initiative or at the supervisor’s request. The position has a requirement to frequently interact with management and supervisory staff and communications frequently contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position operates independently with minimal supervisions for new or unusual situations and assignments. Work regularly calls for decision, problem solving and recommendations within scope of position responsibilities and specific organizational policy constraints/guidelines. Consideration of facts and options is required while making decisions both in a consensus format as well as independently. The position has a frequent responsibility for design, development and problem solving of new or existing processes.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Incumbents consider own work and work of others and must be able to forecast for the near future. Operational planning is involved at the department level. Decisions (i.e. classification and compensation recommendations) made by this position have broad/far reaching impact across KCLS.
Leadership:

The position includes mentoring and leading responsibility and responsibility for role modeling and promoting organizational values within own work unit or department and to the public and other agencies.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, abilities and skills outlined below is graduation from a four year college or university with a major in public or business administration, management, human resources, psychology or a closely related field; and at least three years of progressively responsible human resource management experience, or an equivalent combination of training and experience. Experience in a public agency is preferred.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of software such as MS Office suite of programs including Word, Excel and Access.
- Considerable knowledge of computer based information systems and use of computers for research and analysis.
- Considerable knowledge of classification, job analysis/evaluation and compensation programs and practices and applicable local, state, and federal legislation and regulations.
- Considerable knowledge of statistical concepts and basic mathematics.
- Considerable knowledge of research methods and data analysis techniques.
- Working knowledge of the principles of program and project management and administration.
- Some knowledge of employee and labor relations, including negotiation and contract administration practices.
- Some knowledge of basic principles/practices and purpose of personnel and public administration.
- Some knowledge of the principles and practices of effective communications.
- Some knowledge of organizations, services and materials available within the KCLS.

Ability to:

- Adapt to changing needs, recognize and set priorities to meet deadlines.
- Implement classification and compensation programs, including processes for regular updating and maintenance to meet operating and staffing needs.
- Design, implement and utilize data gathering and reporting procedures via HRIS.
- Analyze/troubleshoot data and application problems and implement solutions.
- Gather relevant data, analyze problems, situations and data, draw logical conclusions, evaluate alternatives, and present appropriate and clear proposals and recommendations.
• Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
• Understand, interpret, explain and apply KCLS HR rules, regulations, policies and procedures and applicable local, state, and federal legislation and regulations.
• Exercise independent judgment and initiative within established guidelines.
• Clearly, succinctly, and effectively communicate orally and in writing and with a diverse population and staff.
• Maintain confidential and sensitive information.
• Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
• Establish and maintain effective working relationships with community library and Service Center managers, supervisors, employees and community.
• Work creatively and cooperatively with staff throughout the KCLS organization and develop partnerships.

Skill in:

• Using MS Office applications, including advanced functions and features, especially Excel, HRIS and applicant tracking systems, and other current office technologies relevant to the job duties.
• Accurate data analysis and interpretation.
• Clear and effective oral presentation of ideas and recommendations.
• Effective written communication including reports and correspondence.
• Organizing and consolidating accurate and thorough information.
• Researching information in a variety of fields.
• Reading, understanding and the practical application of personnel related information obtained from textbooks, professional journals, laws, guidelines, rules, and other written materials.
• Working efficiently and effectively in order to meet deadlines.
• Communicating with people of diverse backgrounds and interests in sometimes difficult and stressful circumstances.
• Maintaining a customer service orientation toward creating and maintaining an excellent level of service at KCLS.
• Working in a team environment.

SPECIAL REQUIREMENTS

A valid Washington State driver’s license.
Prefer experience with online application software, JD Edwards Enterprise One, or equivalent HRIS systems.
PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Some travel to the KCLS facilities throughout King County.

Advancement Possibilities:
Depending on education, training, and experience.

The duties listed above 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 position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ____________________________
Director of HR

Final: 7/31/06
Revised 10/02/08 (corrected pay grade)
Revised: 12/12/12