

Superior Court of California
County of Humboldt

Recruitment



Human Resources Department
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HR ANALYST

Salary Range: \$70,747-\$103,400

Full-time (40 hours per week; Exempt)

Full Benefit Package

Announced: June 20, 2024

Final Filing Date: **UNTIL FILLED**

Position Summary:

Under the direct supervision of the Human Resources Manager, performs complex human resources staff services and analyses including organizing, directing and providing professional level work in the areas of recruitment/selection, classification, compensation, employee relations, coordination with payroll and benefits processing, COBRA administration, worker' compensation, leaves of absence programs, training and safety. The Court Human Resources Analyst is a confidential professional level position that exercises a high degree of professional judgment and independence in administering a full range of personnel functions. This position is "at will" and is FLSA exempt.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Analyst classification is distinguished from the executive-level Human Resources Manager classification in that the Human Resources Analyst is an administrative-level FLSA exempt employee who reports directly to the Human Resources Manager.

ESSENTIAL DUTIES: *(Essential duties may vary from position to position within this classification). See additional job requirements on the next page under the "Ability to" section.*

- Assist the Human Resources Manager, Managers, Supervisors, and employees in the interpretation and application of Court policies and procedures;
- Provides information regarding employer-employee relations agreements;
- Establishes, maintains and certifies recruitment eligibility lists;
- Maintains confidentiality of personnel files and related information;
- Reviews and revises job examinations and promotions;
- Selects, prepares and schedules examination materials, organizes oral qualification interview panels, written exams, performance exams, and physical exams;
- Analyzes and interprets test results;
- Coordinates, performs and tracks recruitments;
- Prepares and maintains confidential correspondence regarding labor relations;
- Operates various office equipment;
- Process workers' compensation claims;
- Create standard operating procedures for various human resources functions;
- Recommends operational changes or continuation of current operations resultant from the study and analysis of on-going office operations, including, but not limited to: form design, records management, personnel utilization, employee selection, training, and evaluation processes; and
- Perform other related duties as assigned by the Human Resources Manager.

EDUCATION AND EXPERIENCE:

The following combinations of education and experience that likely provide the required knowledge, skills, and abilities:

- Bachelor's degree, or equivalent, from an accredited college or university with major coursework in human resources management, public administration, business administration or related field, OR
- Five years of professional human resources experience and/or management experience which may be substituted for the desired education on a year for year basis.

OTHER REQUIREMENTS

- Possession of a valid California driver's license may be required;
- Passing a detailed background and/or criminal history check; and
- Skills in typing accurately and at a rate sufficient to produce final documents and enter information into a computer system accurately.

KNOWLEDGE OF:

- Principles and practices of public personnel administration to include current trends in recruitment, examination and selection and classification pay;
- Court Human Resources procedures, policies, and regulations;
- Functions and operation of the Court Human Resources division;
- Principles and practices of employee recruitment, selections, position classifications, and employee relations;
- Principles and practices of employee supervision, training, and performance appraisals;
- Pertinent Federal, State, and local laws, codes, and regulations relating to recruitment, selection, and employee relations;
- Application of statistical methods related to human resources work;
- Business letter writing and report preparation; and
- Basic functions of the collective bargaining process.

ABILITY TO:

- Provide excellent customer service;
- Analyze complex administrative problems and evaluating alternatives in order to recommend appropriate resolutions;
- Prepare clear, concise, and accurate reports, recommendations and correspondence after receipt of only brief directions;
- Provide excellent interpersonal and communication skills;
- Maintain confidentiality;
- Understand Court, legal, and business documents; extracting and drafting reports from relevant information contained in such document;
- Exercise initiative and sound judgment within established guidelines;
- Prioritize work and coordinating several activities;
- Operate standard office equipment, including the use of computer software applications; proficient in spreadsheet application programs;
- Initiate, plan and complete assignments with little or supervision.
- Possess excellent verbal and written communication skills;
- Possess excellent interpersonal, negotiation, and conflict resolution skills;

- Possess excellent organizational skills and attention to detail;
- Possess excellent time management skills with a proven ability to meet deadlines;
- Possess Strong analytical and problem-solving skills;
- Prioritize tasks and to delegate them when appropriate;
- Act with integrity, professionalism, and confidentiality; and
- Possess thorough knowledge of employment-related laws and regulations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The demands and work environment characteristics described here are representative of those that must be met or are encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly Required

- Sit at a desk and/or in front of a computer terminal
- Twist and bend neck
- Repetitive hand movement while performing computer data entry as well as writing
- Stand or sit and move from place to place within the office
- Hearing and speaking to listen effectively and talk with individuals in person and by phone
- Handle files, single pieces of paper, stacks of paper, reference and other materials
- Reach above and below shoulder height
- Grasp, lift and move items weighing up to 10 lbs.
- Push and/or pull drawers of desk and/or file cabinets

Frequently Required

- Kneel, crouch and stoop while retrieving materials from shelves and cabinets
- Tolerate mild exposure to dust
- Grasp, lift and move items weighing up to 15 lbs.

Occasionally Required

- Move items weighing up to 25 lbs.
- Crawl and/or climb while retrieving materials
- Drive to various meeting locations

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

THE EMPLOYMENT PROCESS

How to Apply: The job announcement and application packet may be obtained in person, or at: the Court's **website** **at:** www.humboldt.courts.ca.gov/general-information/employment

Application Process: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date (if applicable). Applications will be accepted by

mail, e-mail, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application – please see link to application below:*

<https://www.humboldt.courts.ca.gov/sites/default/files/humboldt/default/documents/CourtJobAPPLICATION.pdf>

It is important your application show all relevant experience and educational background. Be sure to provide all the information requested, including

signatures and dates. *Incomplete applications will be rejected.*

Examination Process: Applicants meeting minimum qualifications may be required to participate in an examination process.

Exam Accommodation: Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form:

<http://www.courts.ca.gov/documents/mc410.pdf> and submit it to the Human Resources Department prior to testing.

Condition of Employment: Candidates selected are required to pass a LiveScan background check and

reference checks before an official job offer can be made.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

EMPLOYEE BENEFITS

For a comprehensive list of benefits, please **visit our website** at: www.humboldt.courts.ca.gov/general-information/employment and refer to the **Benefit Package** drop down.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE.

The Superior Court of California, County of Humboldt is an Equal Opportunity Employer

