

Market Range Detail - Human Resources Analyst

Effective Date

September 19, 2011

Market Range Title Description

Positions in this market range title are responsible for performing a broad range of journey level to advanced level professional human resources work in the areas of recruitment, benefits, employee relations, employee/organizational development, compensation plan administration and benefits.

This market range title is differentiated from the Human Resources Associate the increased complexity, diversity and responsibility of work performed. This position is further differentiated from the Human Resources Support Supervisor in that the latter is responsible for the supervision of at least 2 support human resources positions.

Conducts job analyses to support recruitment activities; designs and implements recruitment programs to obtain qualified candidates; prepares job announcements, advertisements, and other recruitment materials. Prepares a variety of written materials such as job announcements, correspondence and reports. Coordinates, designs and administers job-related selection procedures, including, but not limited to, application reviews, written and performance tests, and interviews and assessment techniques; screens applications for qualifications; provides for the establishment of employment lists. Assists with the design and implementation of various employee development and training programs; arranges for trainers or conducts training programs when required; informs supervisors and employees of available training opportunities; evaluates effectiveness of training programs. Provides expertise and advice to management regarding the handling of employee/labor relations issues; interprets collective bargaining agreements. Confers with and interprets policies, procedures and regulations to County staff and the public. Conducts investigations into complaints filed with the Equal Opportunity Division; makes recommendations regarding resolution.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$22.61	\$28.93	\$35.24

Likely Minimum Qualifications

- Bachelor's Degree in human resources, business administration or a related field.
- Two years of human resources experience.
- Other combinations of education and experience may be considered in substitution for minimum qualifications.

Working Titles

- Employee Relations Analyst
- Human Resources Analyst
- Human Resources Generalist
- Recruitment/Diversity Analyst

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.