

## PERSONNEL ~~ANALYST~~ MANAGER I

### DEFINITION

Under general supervision, to learn to perform a variety of personnel management assignments in support of the overall County personnel program; to conduct special studies and develop and complete special projects as needed; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the entry and first working level within the professional/managerial Personnel ~~Analyst~~Manager class series. An incumbent specializes in the field of personnel management and program management. An incumbent works under closer supervision and performs the more routine and less complex tasks than the next higher classification in the Personnel ~~Analyst~~Manager series, Personnel ~~Analyst~~Manager II. An incumbent may be assigned to one of the following areas: Labor Relations or Talent Acquisition.

### EXAMPLES OF DUTIES

The following represent samples of duties in specialized assignments. Some assignments may overlap or incumbents may be reassigned based on program needs. Any incumbent may be expected to perform duties like drafting policies and procedures; keeping abreast of local, State, Federal and other regulatory agency laws, rules, regulations and policies applicable to labor relations and personnel processes; developing and conducting training; leading, or participating on countywide committees; representing the division at hearings or meetings; acting as a liaison with department managers and staff; conducting special personnel and related studies and surveys; explaining personnel policies to employees, applicants and the general public; representing the department in formal settings when appropriate; and preparing comprehensive correspondence and reports; and may supervise technical work and staff as needed.

#### Labor Relations:

Incumbents in this area will be required to perform a variety of tasks related to the support of labor relations. Duties may include but are not limited to: works with individuals and committees to ensure compliance with the Americans With Disabilities Act (ADA) and other state and federal laws germane to human resources management; develops and disseminates equal employment opportunity information; participates in, facilitates and provides feedback on investigations, disciplinary matters, and employee accommodations; and conducts special personnel related studies and surveys.

#### Talent Acquisition:

Incumbents in this area will be required to perform a variety of tasks related to the management of the Talent Acquisition Team. Duties may include, but are not limited to: administers the County recruitment program; supervision of the technical work and staff assigned to talent acquisition; develops, proposes and implements recruitment and selection plans and procedures; reviews

employment applications; interviews applicants and serves on oral boards; writes and revises class specifications; conducts special personnel and related studies and surveys; confers and coordinates with other agencies to obtain necessary data and other information; and researches, recommends, and applies technology to create efficiencies in operations and to stay current with trends in the field.

## EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following as applicable to the duty assignment:

**Knowledge of:** Principles, practices and trends of public and business administration; governmental functions and organization; concepts and purposes of personnel management staff services; principles and practices of public personnel management in such program areas as recruitment, testing, classification and pay; principles of supervision, and labor relations; rules of evidence and investigation techniques; safety issues and practices associated with the workplace; principles and practices associated with training and supervision of staff.

**Ability to:** Apply accepted principles and practices of public human resources management; gather, analyze and present data and information; develop and justify ideas and findings, both orally and in writing; interpret and explain laws, rules, regulations and procedures; organize and conduct research studies; analyze and develop alternative solutions to difficult technical personnel problems; prepare comprehensive correspondence and reports; understand instructions furnished in oral, written, diagram, or schedule form; solve problems effectively; deal tactfully with customers in stressful situations; prepare training materials and make related presentations; effectively utilize modern word processing software; train and assist with supervising others; establish and maintain cooperative working relationships with those contacted in the course of work.

These employment standards are typically attained with the equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, public or business administration, or related field, and some direct experience working in personnel. Professional work experience may substitute for education on a year-for-year basis.

Special Requirement: Some positions may require possession of a valid California driver license.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with the public and the staff. Some situations may involve crisis or conflict resolution.

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