



## CLASS SPECIFICATION

### Modoc County

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CLASS CODE:	4121-004
CLASS TITLE:	<b>Human Resource Analyst II</b>
FLSA DESIGNATION:	Non-Exempt (Confidential)
RANGE/STEP A-F:	281 (Step A-F \$3,961-\$5,055)

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#### **JOB SUMMARY:**

Under general supervision, performs a variety of complex and specialized program, office, administrative, and general support work for the Human Resources Director and Risk Management. To prepare personnel transactions; to provide a variety of information about County Personnel policies and procedures to employees and the public, and to perform related tasks as assigned.

This is the journey level in the Human Resource Analyst series. The Human Resource Analyst II is distinguished from the class of Human Resource Analyst I by the responsibility to perform the most complex technical duties in the program to which assigned.

Receives direction from the Human Resources Director and Risk Manager.

#### **EXAMPLES OF DUTIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Maintains employee database, reviews and processes Personnel Action Notification (PAN) forms, enters personnel data into electronic and manual filing systems; reviews entries and transactions for accuracy; inputs new hire information into a database for enrollment purposes, payroll processing, and reporting requirements.
- Assists in the processing of job announcements, including developing or revising posting information; proofing information; producing current announcements; copying and distributing; composing, and placing recruitment advertisements.
- Researches interpret, responds to, and resolves inquiries from employees with compensation and benefits questions, and issues regarding personnel policies and procedures; reviews and processes forms to execute salary changes, promotions, demotions, new hires, terminations, transfers, and other related transactions.
- Assists management in the coordination and scheduling of a variety of training activities for county employees.
- Assists with the administration of employee benefits.
- Word processes and proofreads a variety of documents enter a variety of departmental data into the computer, retrieves information as needed, and operates various printers.
- Compiles data for use in reports and/or managerial decision-making.

- Prepares, types maintains, and/or processes a variety of records, reports, correspondence, charts, tables, logs, legal documents, etc. as required.
- Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, completing and processing various forms, maintaining inventory, ordering supplies, assembling materials, faxing information, answering the telephone, greeting and assisting customers/clients, processing mail, etc.
- May perform routine to moderately complex bookkeeping work as assigned, which may include processing accounts payable and receivable, maintaining balances, preparing billings, disbursing funds, collecting and receipting payments, preparing statements, and preparing deposits.
- Other related duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill, and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- Working knowledge of the county and department Personnel and Risk Management policies and procedures.
- Knowledge of modern principles and practices of human resources administration and recordkeeping.
- Knowledge of benefits administration, medical leaves of absence, and other leaves.
- Knowledge of general recruitment and selection process procedures.
- Knowledge of general office procedures, policies, practices and computer applications and hardware, and other general office equipment related to the performance of the essential functions of the job.
- Knowledge of basic principles and policies associated with Personnel and Risk Management.
- Knowledge of Microsoft Office and other similar words/data processing applications.
- Ability to operate a human resource information system and similar computer software applications.
- Pertinent Federal, State, and County laws and regulations.
- Ability to assess and prioritize multiple tasks, projects, and demands.
- Ability to establish and maintain cooperative working relationships.
- Ability to communicate effectively in both oral and written formats.
- Business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

**Skill and Ability to:**

- Learn, understand and interpret pertinent Federal, State, and local laws, codes, and regulations of the Personnel Department.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment.
- Maintain confidentiality as required.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted during the course of work and with fellow employees of the County.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices

**PHYSICAL DEMANDS:**

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

**Working Conditions:**

- While performing the duties the employee is regularly required to sit, talk, hear, and use hands and fingers.
- The employee is frequently required to stand, walk, and drive.
- The employee is occasionally required to reach with hands and arms and to stoop, kneel, or crouch.
- The ability to operate a keyboard/typewriter, copier, facsimile machine, and like equipment is required.
- The ability to use interactive media such as Zoom, Meeting Open Space, Google Meetings, etc.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

**Minimum Qualifications:**

High School Diploma or equivalent.

**AND**

Two years' experience in human resources or related field. An Associate's degree may substitute for two (2) years of the required experience.

**AND**

One (1) year of experience as a Human Resource Analyst I, or the equivalent and recommendation of the Human Resources Director and Risk Manager.

**AND**

Completion of 24-semester units from an accredited college or university in business-related course work may be substituted for one year of the required experience.

Highly desirable:

Experience in benefits administration and protective leaves of absences (FMLA and CFRA).

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**

**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Position created and approved by the Board of Supervisors on October 11, 2022*

*Effective: October 11, 2022*

**Final verified classification approved by:**

DocuSigned by:  
  
Human Resources and Risk Manager Director

**Approved as to form:**

DocuSigned by:  
  
County Counsel

**Received and filed by:**

DocuSigned by:  
*Tiffany Martinez*  
**Clerk of the Board**