

HIDALGO COUNTY HUMAN RESOURCES

HUMAN RESOURCES ANALYST IV

GENERAL DESCRIPTION

Under general supervision, performs senior level highly responsible professional, technical and analytical functions and tasks in support of the evaluation, development, implementation, maintenance, and the reporting of the Hidalgo County Classification and Compensation Plan, and employment related systems and processes. These tasks include classification and compensation studies and surveys, performance and workload measures, county employment data and statistics, and all systems related to personnel administration and management.

EXAMPLES OF WORK PERFORMED

Develop and implement position classification and compensation studies and analysis

Provide technical expertise to supervisors and managers on the County Classification Plan, with regard to position grades and employee grade and step classification

Conduct job analysis studies and constructs job related and valid selection criteria

Provide statistical and research assistance to staff in gathering, preparing, and analyzing data for use in implementing policies and procedures and determining cost

Prepares statistical reports, graphs, charts, and other reports for executive management in support of policy considerations or decisions

Conducts and participates in position classification studies and recommends salary allocations, develops and revises class descriptions, and prepares recommendations for the establishment of new classifications and the reclassification or regrading of positions

Conducts and participates in surveys of wages salaries, class titles, and minimum qualifications required, and evaluates comparability of duties, level of responsibilities, and conditions of work performed

Researches, analyzes, and recommends methods and procedures for development and validation of selection instruments which include but are not limited to written examinations, performance examinations, and oral panel examinations

Participates in training programs to remain current in the training and development field and ensures new training methodologies are incorporated into training approach

Conducts a variety of special projects as directed

GENERAL QUALIFICATION GUIDELINES

Experience and Education

A four (4) year degree from an American accredited college or university with a major in public or business administration, management, human resources, accounting, or a closely related field

Three to five years of progressively responsible management experience in human resource management, office management, or experience in a public or governmental agency.

Knowledge, Skills, and Abilities

Knowledge of classification, job analysis and evaluation, and compensation programs and practices

Knowledge of statistical concepts and basic mathematics

Knowledge of research methods and data analysis techniques

Skill in organizing and consolidating accurate and thorough data and information

Skill in making effective oral presentation of ideas and recommendations

Skill in interpreting data and in analyzing information

Ability to communicate effectively with people of diverse backgrounds and interests under difficult and stressful circumstances

Ability to read, understand, and apply personnel related data and information

Ability to work creatively and cooperatively with county staff from all departments and to develop mutual partnerships

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 this job

While performing the duties of this job, the employee is required to sit and use hands to fingers, or feel objects, tools or controls. The employee is required to stand; walk; reach with hands and arms; and stoop, kneel

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations