

## **HUMAN RESOURCES & RESEARCH ANALYST**

### **GENERAL DEFINITION**

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Performs a variety of analytical and administrative duties in support of the County Administrator and Assistant County Administrators, including conducting research, operation reviews, preparation of reports, special projects and programs; provides human resource information and assistance to Department Heads; performs other duties as assigned. Plans, produces, and administers staff and management training programs. Conducts programs to develop employee skills and impart organizational practices and policies.

### **ORGANIZATIONAL RELATIONSHIP**

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Work is performed under regular supervision of the Assistant County Administrator.

### **TYPICAL TASKS**

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- Develops, maintains, and updates Human Resources documents including: County Human Resource policy manual, employee handbook, job descriptions, and other documents as assigned;
- Conducts surveys of pay and classification systems as required;
- Assists departments with the pre-employment recruitment and selection process including but not limited to: updating job descriptions, job advertising / posting, application screening, background checks, interviewing, etc.;
- Assists County administration with employee-employer relations and issues as needed;
- Conducts research and analysis of operational issues, including but not limited to data collection, financial analysis, legislative analysis, and procedural review;
- Assists staff to develop departmental procedures as needed;
- Prepares comprehensive reports and presentations for various boards and public meetings;
- Assists with contracting, designing forms, developing databases, procedures and tracking systems as necessary related to assigned projects and programs;
- Serves as liaison with community groups, businesses, governmental agencies, and similar organizations;
- Designs informational materials and implements public education programs for projects and assigned areas of responsibility;
- Researches and evaluates training resources and suggests new topics and methods;
- Conducts programs to develop employee skills and impart organization practices and policies;
- Produces orientation sessions;
- Consults with department heads and supervisors regarding available performance measurement improvement services;
- Assists department heads and supervisors in improving their interpersonal skills and employee relations;
- May set up individualized training sessions to maintain or strengthen employee job skill sets;
- Provides management analyst support to the County administration including research, administrative, and clerical duties, as needed.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

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Knowledge of codes, regulations, ordinances and laws affecting County policies, training activities and liability issues; principles, practices and methods of human resources, program management, auditing, record keeping, data processing standards, the legislative process, public relations and education techniques and methodology, principals and techniques of data collection, statistical analysis and report preparation. Ability to plan organize and conduct administrative and analytical studies related to various administrative issues, problems and operations; collect compile and analyze qualitative and quantitative data; assist in designing, drafting, implementing and administering policies and programs; use financial, statistical, graphic and database software to analyze problems, identify solutions and prepare recommendations, presentation materials, and reports to County management; conduct reviews of operational performance and program effectiveness; administer assigned areas of responsibility; effectively represent the County with individuals, groups, and governmental agencies; establish and maintain cooperative working relationships.

