

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### ASSISTANT DEPARTMENT HUMAN RESOURCES ANALYST - 1363

##### DEFINITION:

Under general supervision, to perform professional human resources work of average difficulty for a department or division; and to perform related work.

##### DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class within the Department Human Resources Analyst series and is distinguished from the next higher class, Associate Department Human Resources Analyst, in that incumbents at the sub-journey level typically exercise less independent judgment on matters related to work procedures and methods.

##### \* EXAMPLES OF DUTIES:

- Performs work in a wide variety of human resources (HR) topics/programs for a City department, including sexual harassment prevention, equal employment opportunities (EEO), hiring interviews, employee performance reviews, discipline, threat management, family medical leaves, meet and confer, contract negotiation, etc.;
- Provides guidance, training, and assistance to department management and employees on a variety of human resources questions/issues;
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), department instructions, and Federal and State laws and legal guidelines;
- Conducts and reviews departmental equal employment opportunity (EEO) and/or disciplinary fact-finding investigations;
- Develops Appointing Authority interview packets;
- Develops human resources-related programs;
- Assists in the development of classification requests;
- Serves as a department liaison to Personnel, Risk Management, Human Resources, and labor organizations;
- Conducts special studies;
- Prepares reports and correspondence.

##### MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** one year of full-time professional human resources experience at a government agency. Qualifying professional human resources experience must include responsibility for conducting professional level studies to identify problems and/or formulate recommendations in at least one of the following areas: 1) labor relations/negotiations; 2) reviewing, developing, and conducting selection/interview processes; 3) interpretation of administrative or personnel regulations to the public, management, and/or employees; 4) organizational effectiveness and productivity studies; 5) administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; 6) misconduct/equal employment opportunity fact-finding or similar investigations; and/or 7) employee relations and development.