

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ASSOCIATE DEPARTMENT HUMAN RESOURCES ANALYST - 1364

DEFINITION:

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

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class within the Department Human Resources Analyst series. Incumbents of this class are expected to perform their duties with only occasional instructions or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

*** EXAMPLES OF DUTIES:**

- Provides guidance, training, and assistance to department management and employees on human resources 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 the Personnel Department, Risk Management, Human Resources, and labor organizations;
- May lead and train subordinate staff;
- 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 Announcement for updated minimum qualifications.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units); **AND** two (2) years of full-time professional human resources experience. A minimum of one year of qualifying experience must have been performed 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; 7) classification/compensation studies and surveys; and/or 8) employee relations and development. A Master's Degree in Human Resources Management, Public Administration, Industrial/Organizational Psychology, or a closely related behavioral science degree may be substituted for a maximum of one year of the required experience.

- * **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.