

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:**

- Performs work in a wide variety of human resources (HR) topics/programs for City departments, including sexual harassment prevention, equal employment opportunities (EEO), hiring interviews, employee performance reviews, discipline, threat management, family medical leaves, meet and confer, contract negotiations, etc.;
- Conducts and reviews disciplinary fact finding and/or EEO investigations;
- 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, Risk Management, and Human Resources departments 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

- * **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.

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** two years of full-time experience performing, as a primary duty, professional-level human resources work. 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, productivity, and salary 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.