

HUMAN RESOURCES ANALYST

DEFINITION: Under general supervision, performs work of moderate difficulty in the recruitment and selection, classification, compensation or other phases of human resource management programs combined with limited management advisory service; assignments include a variety of different occupations and professions requiring a diversified knowledge of occupations; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Consults with department and program management to assess human resources needs; provides technical assistance in areas such as recruitment and selection, qualification assessment, performance evaluation, position classification and wage and salary administration; interprets and explains established human resources policies and procedures (e.g., overtime, flex time, merit bonus, completion of documents and forms); provides orientation and training regarding personnel policies and procedures.

Meets with hiring authorities and develops recruitment and selection plans and materials; reviews and completes qualification assessments on employment applications to determine whether applicants meet the requirements for job vacancies, promotion, transfer and acting status assignments; prepares and submits written documentation of the results of the evaluation process to the hiring authority, including recommendations; monitors turnover and job vacancy statistics.

Reviews and analyzes position classification questionnaires; analyzes organizational and job relationships; performs and summarizes desk audits or interviews to supplement written documentation; allocates position to appropriate classification; prepares new classification specifications and revises existing specification; conducts job evaluations using established methodology; conducts wage survey and recommends grade; collaborates with Department of Personnel Management (DPM) staff in recommending effective organizational structures to department or program management.

Prepares a variety of reports; prepares a variety of correspondence and analyses for divisions, departments/programs requiring a thorough understanding of human resource management policies and procedures; participates in the development and presentation of training sessions for staff and employees; attends training, meetings and conferences to develop and maintain professional competence; provides guidance to supervisors/employees regarding the Personnel Policies Manual; may advise and assist supervisors/employees on handling of disputes, allegations, actions and other human resources matters.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles, practices and trends of human resource management.

Knowledge of specialized recruitment strategies for various types of positions.

Knowledge of the work performed by employees in a wide variety of occupational titles.

Knowledge of the organizational structure of the Navajo Nation.

Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.

Skill in problem analysis and resolution.

Skill in organizing, tracking and prioritizing assignments and tasks.

Skill in setting priorities to meet established as well as changing deadlines.

Skill in applying judgment in the release of confidential information.

Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications and presentations to a wide variety of audiences.

Ability to organize work to meet priorities and deadlines.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Human Resource Management, Personnel Management, Business Administration or a related field; and two (2) years of experience in human resources including recruitment, compensation, classification, employee relations, performance management or training.

PREFERRED QUALIFICATIONS:

- PHR Certification; FMIS Certification.
- Basic Management Training.
- Specialized human resources experience in recruitment, compensation, classification, employee relations, performance management or training.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.