

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Human Resources Analyst			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0733	<i>Adm. Rev:</i> July 17, 2002

GENERAL DESCRIPTION

Performs analytical human resources work. Conducts surveys and studies involving personnel practice, benefits and compensation and market analyses. Performs position and classification analysis and provides assistance and research on special projects related to human resources programs.

KEY RESPONSIBILITIES

% OF TIME

1.*	Develops, conducts, researches and participates in surveys and studies involving procedures and practices, wages and benefits, and other human resources-related programs.	20%
2.*	Measures effectiveness, analyzes data, and makes appropriate recommendations associated with research results and/or implementation of HR practices.	10%
3.*	Performs position analysis and job evaluation. Conducts classification audits, interviews supervisors and employees. Determines appropriate classification, exempt status under the Fair Labor Standards Act, and essential job functions under the Americans with Disabilities Act.	30%
4.	Conducts training on human resources-related procedures and programs.	5%
5.*	Develops and processes reports from Datatel.	10%
6.	May assist with various employee and labor relation issues, special projects and analyses, to include procedure interpretation and process flow.	25%
7.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	Five to seven years prior related work experience required.	
<i>Planning:</i>	Plans events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues. Scope of planning is college-wide.	
<i>Budget Impact:</i>	Has a strong, but not controlling, voice in decisions on the budget, can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Has major responsibility for making decisions and final recommendations, which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, polices, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Supervision of Others:</i>	Has responsibility or authority, which is limited to the direction of student or temporary workers.	
<i>Job-Related Knowledge:</i>	Requires professional theory and practice of the level above but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/ Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table.	