CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1221 **TITLE:** HUMAN RESOURCES ANALYST III **GRADE:** S-27

DEFINITION:
Under general supervision, provides technical expertise internally and externally and/or manages/oversees a major function or program; and/or supervises professional staff. Serves as a senior consultant on a wide variety of HR projects.

DISTINGUISHING CHARACTERISTICS:
This is the senior technical level of this series in which an employee acts as a subject matter expert and/or in a leadership role. It is distinguished from the Human Resources II class by the performance of duties with a wider scope and impact. For example, a Human Resources III employee often performs duties which have County-wide impact and involve working with a wide variety of individuals and groups with different needs/concerns. While a Human Resources II employee sometimes performs duties which have County-wide impact, their duties more commonly affect a more limited population and/or group of agencies.

ILLUSTRATIVE DUTIES:
General
Manages/oversees a major function/program, project or team;
Proactively develops, manages, and evaluates programs and procedures that are responsive to the changing needs of the customer and the business environment;
Participates in the contracting process, including drafting bid specifications, evaluating proposals, and selecting a contractor;
Develops, recommends, and implements personnel policies, procedures, and programs consistent with County, State, and Federal laws and regulations;
Serves as an expert witness; presents testimony at official proceedings such as Civil Service Commission and in Court;
Applies systems solutions to business problems; trains users in system functions;
Proactively develops solutions; facilitates problem solving among different individuals/groups to reach effective outcomes;
Provides advice and consultation regarding immediate situations;
Works independently to define and meet customer needs, facilitating innovation and exploration of non-traditional ideas;
Recognizing the implications of proposed changes, identifies and collaborates with appropriate individuals and groups to develop and implement the changes;
Leads change initiatives throughout the department or with customers to improve services and meet the needs of the customer;
Investigates/responds to individual, agency, or County-wide issues, questions or grievances from the public, employees, and/or County/State/Federal agencies;
Develops and presents material on various topics to individuals and groups.

Employment
Assists or leads recruitment activities for specific County agencies and/or functional areas (such as Public Safety, Information Technology, etc.) and for executive level positions;
Manages the placement process for RIF'd employees, administers the County Reemployment List, and manages the County's out-placement program for RIF'd employees;
Manages the County's employment testing program.

Organizational Development
Provides internal consulting services to county agencies, work groups, county-wide task forces, boards and commissions, and citizen groups in the areas of strategic planning and implementation, process design, team building, facilitation, organizational interventions, leadership development and coaching, and problem solving;
Develops and conducts tailor-made team building and team development work sessions as an intervention for non-functioning or poorly-functioning work groups and teams;
Coordinates and evaluates the work of organizational facilitators and/or trainers.

Training
Develops, supports and evaluates the County's general staff training and development programs;
Works with agencies to identify specific training needs, including technology delivered training and development tools;
Designs and facilitates professional and leadership development courses.

Employee Relations/EEO Programs
Provides interpretation, guidance and training in the application of County rules and regulations, as well as Federal and State laws and regulations. Revises County personnel regulations;
Provides guidance on formal disciplinary actions; administers the County's grievance procedure;
Mediates and/or assists with problem solving of County employees and/or citizen complaints'grievances;
Leads or participates in agency or County-wide investigations to reduce the County's liability and to resolve complaints.

Benefits
Designs and conducts benefit seminars, open enrollment meetings, and new employee orientations;
Writes or compiles RFPs for benefit programs, articles for newsletters, and Benefits handbook information;
Researches enacted laws and prepares action plans to ensure compliance;
Investigates and resolves complex disputes, problems, and issues between employees and benefit plans.

Classification
Aids County managers in creatively solving difficult problems in the areas of classification, compensation, staffing, organizational development, etc;

Leads or conducts the more difficult classification studies involving agencies with large diverse, complex organizational structures and/or functions;
Prepares and presents the Classification Division's case in classification or compensation appeals before the Civil Service Commission;
Supervises the work of subordinate analysts.

Personnel and Payroll
Performs complex technical, fiscal, regulatory, and organizational work that requires independent planning and evaluation; analysis; data gathering and interpretation; written and oral reports and presentations;
Responsible for a program area or function in payroll accounting, personnel actions, time and attendance, records management and automated systems including: policies and procedures; subject matter and technical expertise; customer support and service;
Supervises personnel and payroll staff and/or oversees the work of others in a program area, project or team;
Plans and implements training for staff and customers.

Compensation/Performance Management
Conducts annual market pay and benefits studies;
Works with senior managers to propose solutions to compensation issues;
Trains employees and managers in the use of the County's performance evaluation process;
Assists agency managers in linking agency performance measures to employee performance standards.

Other
Prepares budget in accordance with County and agency guidelines. Provides quarterly expenditure projects. Monitors section expenditures for compliance with approved budget. Prepares and submits necessary budget documents.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of the principles, methods and problems of organization and management;
Knowledge of the principles and practices of public sector human resources administration in relevant areas;
Knowledge of group/team dynamics;
Knowledge of Federal, State and County laws, ordinances, rules and regulations pertaining to all aspects of human resource management;
Skill in use of computer hardware and software;
Skill in budgeting;
Skill in facilitation;
Skill in mediation and conflict resolution;
Ability to gather, analyze and present facts;
Ability to establish and maintain effective relationships with citizens, employees and public officials;

Ability to work as a team member or leader;
Ability to speak and write effectively.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in personnel administration, public administration, or a related field plus
Four years of professional-level human resources experience.

RETITLED	April 16, 2007
REVISED:	June 9, 1999
REVISED:	February 28, 1990