

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Human Resources Analyst
Job Code: 8309
Pay Grade: 53
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Responsible for providing professional level services primarily in the area of recruitment and selection for divisions within the court. Assists division directors, managers and supervisors by coordinating the recruitment and selection activities for court positions.

ESSENTIAL FUNCTIONS:

- Coordinates and/or assists divisions in the development of recruiting strategies to recruit and select candidates for open positions.
- Assists in the development of selection and/or testing criteria and processing of the screening results.
- Evaluates and applies applicant selection criteria and procedures to determine the eligibility of candidates for referral to departments.
- Assists supervisors and managers in organizing and conducting assessment centers, interviews and other selection procedures.
- Assists in the development, analysis, and implementation of automated recruitment and selection processes, for increased effectiveness.
- Assists in the development, revision, and edit of new and/or revised job descriptions.
- Analyzes data and makes recommendations to management regarding recruitment, selection, classification and compensation issues within the courts.
- Provides input to management for short and long-term planning, goals and objectives related to recruitment and selection within the court.
- Provides explanations of rules, policies, and procedures to court staff and others as requested.
- Responds to inquiries from employees and the public regarding employment opportunities and career advancement within the court.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Prepares reports and correspondence on recruitment activity as required.
- May represent the court at meetings, seminars, job fairs, and other occasions.
- May provide some training of recruitment/selection procedures to court personnel as required.
- Assists with various human resources projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and procedures utilized in the areas of recruitment and selection.
- Must have knowledge of federal, state and local legislation that govern human resources activities such as recruitment and selection.
- Must have skills in analyzing and evaluating compiled data and reports.
- Must have skills in using computer programs to process and evaluate information.
- Must have strong customer service skills and the ability to build strong employee/management relations.
- Must have the ability to communicate effectively with employees, the public, vendors, and other government agencies.

MINIMUM REQUIREMENTS:

A Bachelor's degree with a major in Personnel, Business or Public administration, or a related field and two years of relevant professional level human resources experience; OR, Six years of relevant human resources professional level experience; OR, Any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Human Resources. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 12/95

Revised: 10/01; 05/06/02; 10/13/04; 01/20/06