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**EMPLOYMENT OPPORTUNITY: Human Resource Analyst**

**SALARY RANGE: \$85,970 to \$104,494**

**DEADLINE FOR APPLICATIONS: January 28, 2026, at 4:00p.m.**

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The Superior Court of California, County of Siskiyou is accepting applications for the position of Human Resource Analyst.

**Purpose**

The Human Resources Analyst performs a wide variety of professional level duties in the areas of recruitment and selection, classification and compensation, salary administration, equal employment opportunity, employee and labor relations, organizational management, payroll, leaves administration, benefits, workforce development, training and other human resource functions.

**Distinguishing Characteristics**

The Human Resources Analyst is a member of the confidential management team. The duties involve professional assignments that are complex, varied, and require an understanding of human resources theories and principles and the use of independent judgment. This position may provide directions, training and/or instruction to any court employees.

**Reports to**

Court Executive Officer or their Designee

**Typical Duties**

*(The following does not include all of the duties that may be performed.)*

1. Analyzes requests and assignments related to organizational structure, oversees recruitment and selection processes, performs classification and compensation studies, oversees salary administration, employee and labor relations, payroll, leaves administration, benefits, workforce development, training, and other human resources functions. Including compiling data for reports and completion of surveys.
2. Develops and evaluates alternative methods for solving human resources issues; prepares reports of findings and makes recommendations for solutions.
3. Analyzes duties and responsibilities in accordance with recognized practices to determine job content for purposes of recruitment and examination development, classification and compensation, and performance reviews.
4. Confers with the Court Executive Officer and Management on human resource matters and as they relate to any particular projects assigned.
5. Develops new or revised classifications based on job studies; prepares complete class specifications and recommends adoption or revision of specifications.
6. Plans and conducts recruitment activities; revise and/or develop recruitment brochures or flyers; prepares correspondence; prepares responses; explains recruitment results to management, applicants/candidates and the general public when applicable.

7. Represents the Court in the resolution of unemployment insurance claims, including claims administration; provides information and coordinates with Court divisions on eligibility standards, claims investigations, record keeping requirements and other program related matters.
8. Writes reports on human resource matters that may be controversial and may include presentation of research data, definition of problems, and evaluation of alternative solutions; gives oral presentations.
10. Maintains and updates the court wide educational templates; assists in designing and conducting employee training modules and orientation programs; develops and utilizes specialized training materials.
11. Assists in investigating and in the disposition of grievances, in researching legislation and case law, in contract negotiations and in other labor relations activities. May perform Skelly hearings.
12. Oversees the preparation of payroll documents and timesheet data entry into the personnel/payroll system; oversees the orientation and processing of new employees, employee terminations, leaves of absence, and other personnel/payroll actions. Manages all court employee benefits, which includes reconciliation and payment management to vendors.
13. Gathers, assembles and reports information to prepare notice of proposed disciplinary actions, or order of disciplinary actions connected with employee discipline; investigates, prepares findings, and makes recommendations regarding complaints including discrimination or harassment.
14. Interprets and applies employment related laws, statutes and rules including but not limited to the Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Americans with Disabilities Act (ADA), ADA Amendments Act and the Fair Employment and Housing Act.
15. Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Principles of public sector human resources administration; principles, methods and practices utilized in recruitment and selection, classification and compensation, salary administration, equal employment opportunity, employee and labor relations, organizational management, payroll, leaves administration, benefits, workforce development, and training; principles of personnel/payroll record keeping, knowledge of SAP software preferred; methods for obtaining and evaluating salary and total compensation data; federal, state and local laws, rules and regulations pertaining to human resource programs; basic uses of information systems as a tool in the performance of human resource functions; methods and techniques for data collection, record keeping and report preparation and writing; basic statistical methods used in human resource programs; principles and techniques of training program development, training methodology, materials development and presentation; communication skills and techniques used for gathering, evaluating, and transmitting information; techniques for interviewing, counseling, instructing, and facilitating group discussions; computers and computer applications.

Understand, interpret and apply human resource laws, rules, regulations, standards, and procedures; interpret and apply equal opportunity laws, provisions of contracts, ordinances, negotiated agreements and other regulations or policies relating to human resources; identify and describe problems; analyze, compare, prioritize and evaluate complex data; develop and evaluate alternative solutions, and identify consequences of decisions and recommendations; present data clearly and concisely, orally and in writing, to convey concepts and/or conclusions; prepare technical reports and research; establish and maintain effective working relationships with others; speak and write effectively; use information systems as a tool in the performance of human resource work; meet deadlines; work under pressure with changing priorities; deal with emotional and/or confrontational situations.

### **Minimum Qualifications**

#### **Either I**

**Experience:** Three (3) years of experience working in a Human Resources position, or five (5) years of experience working in a management or supervisory position.

**Or II**

**Experience and Certification:** Two (2) years of experience working in a Human Resources position, or three (3) years of experience working in a management or supervisory position, and currently or soon to be enrolled in a PHR certification program.

**Or III**

**Education and Experience:** Bachelor's degree or higher from an accredited college or university in business or public administration, human resources management, psychology, labor relations or closely related field and one (1) year working in a Human Resources position, or two (2) years of experience working in a management or supervisory position.

**Preference:** Professional in Human Resources (PHR), or Senior in Human Resources (SPHR) Certification is preferred and desired.

**Working Conditions and Physical Demands**

This is essentially a desk job, with work performed in an office environment. Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX. Work is performed in an office environment, which is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise.

**APPLICATION AND SELECTION PROCEDURE:**

The Superior Court of California, County of Siskiyou is an Equal Opportunity Employer. Arrangements can be made for those applicants that may require accommodation. The Court application is available on our website at: <https://www.siskiyou.courts.ca.gov/general-information/employment> Candidates must complete and submit the application packet by dropping it off in a sealed envelope to the Court, addressed: Court Administration, 411 Fourth Street, Yreka, CA 96097, or by submitting the application online via email to [Personnel@siskiyou.courts.ca.gov](mailto:Personnel@siskiyou.courts.ca.gov)

If desired, you may attach a resume and cover letter to your application that sets forth your qualifications and reasons for interest in this position. Only qualified candidates will be contacted for an interview. Incomplete applications will not be processed. **It is not acceptable to complete the application with statements such as "see resume" or "see attached."**

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