

HUMAN RESOURCES ANALYST

DEFINITION

To perform a variety of responsible and professional analytical duties in support of City human resources activities including classification and compensation, recruitment and selection, employee/labor relations, benefit administration and payroll; to provide advice to City departments on a wide variety of human resources topics; and to provide administrative assistance to the Human Resources Manager.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Human Resources Analyst class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Analyze, interpret, research and compile information for the revision and maintenance of the City's classification plan and allocation of positions; monitor and maintain allocation schedules and salary schedules.

Research and provide advice on organizational structure to improve the efficiency and effectiveness of City operations.

Participate in the design and implementation of recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration.

Oversee personnel functions with payroll activities; prepare and gather information for bi-weekly payroll; process employee increases and changes to employee's master payroll information.

Interpret and explain policies, procedures, and regulations to City staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.

Participate in the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits including protected leave; administer the City's open enrollment process.

Oversee the administration of the City's benefits programs including medical, dental, vision, disability, COBRA and others as needed.

Research and interpret MOU language, Personnel Rules and Regulations and labor law for City departments, employees, employee organizations, job applicants and the general public.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices and techniques of human resources including recruitment/selection, classification analysis, benefit administration, employee/labor relations and interpretation of human resource laws, rules, regulations, policies and procedures.

Methods and procedures for processing and interpreting specialized human resources laws and practices including FLSA, FMLA, and other related human resources requirements.

Principles and practices of employee supervision, evaluation and discipline.

Principles and practices of personnel records management.

Methods of statistical research and presentation.

Principles and practices of project management.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Independently perform professional analytical work in support of human resources programs.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret, apply, explain and ensure compliance with Federal, State and local policies, procedures, laws and regulations.

Maintain confidentiality of personnel information for applicants and employees and related to other matters affecting employees or the City.

Conduct complex research projects, evaluate and make sound recommendations, and work independently.

Collect, compile and analyze data and develop logical conclusions and sound recommendations.

Prepare clear and concise technical and administrative reports.

Organize and implement assigned human resources programs and activities.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible human resources experience, preferably in the public sector.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, business administration, public administration, organizational development or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

SPHR Certification from SHRM (Society for Human Resource Management) or other professional Human Resource Certification is desirable.