



June 2008

HUMAN RESOURCES ANALYST

DEFINITION

Under general supervision, performs professional and technical human resources work required to administer human resources programs, including recruitment, classification, compensation, safety programs, employee benefits administration, leaves of absences, and employee and labor relations; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Director. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the full experienced-level class in the human resources analyst series that analyzes and makes recommendations regarding the solution of problems related to the design, development, implementation, and administration of human resources programs. Responsibilities include staff, public, and organizational contacts. Incumbents provide a professional-level resource for organizational, managerial, and related analyses and studies. This class is distinguished from Human Resources Technician by the full scope of professional-level human resources work performed. This class is further distinguished from Senior Human Resources Analyst in that the latter is responsible for more complex duties assigned to the division that require a higher level of knowledge and skill.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, designs and conducts recruitment and selection activities, including determining appropriate selection methodologies, designing testing tools, designing and implementing recruitment strategies, and monitoring the recruitment and selection process.
- Assists in classification and compensation activities, including performing job audits, writing and revising classification specifications, designing and conducting salary surveys, analyzing salary data and making recommendations based on internal and external salary comparisons.
- Assists with the City's employee benefits program by providing benefits information to employees, making contacts with benefit carriers as requested, gathering and analyzing benefit data.
- Assists the Human Resources Director with collective bargaining activities, including collecting supplemental information for labor negotiations, maintaining negotiation notes and files, writing contract language.
- Provides information and advice to employees and managers regarding the full scope of human resources activities; interprets laws, codes, contracts and rules.

- Conducts special research projects compiling, tabulates and analyzes data; prepares reports; prepares findings and makes recommendations both orally and in writing..
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of human resources in a public agency setting.
- Applicable Federal, State, and local laws, codes and regulations, including those of Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Act.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of human resources topics, including operational alternatives.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, codes, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to two (2) years of college with major coursework in business or public administration, human resources, or a related field and two (2) years of human resources generalist experience in designing, developing, and implementing human resources programs.

Licenses and Certifications:

- May be required to possess or have the ability to obtain, a valid Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone; may be required to operate a motor vehicle and to visit various City and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.