



June 2008

## **PRINCIPAL HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of human resources support staff; performs difficult and complex professional, technical, and confidential work required to administer human resources programs, including recruitment, classification, compensation, safety programs, employee benefits administration, leaves of absences, and employee and labor relations; assists in departmental planning activities and the management of the effective use of the department's resources to improve organizational productivity and customer service; 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 direction from the Human Resources Director. Exercises direct and general supervision over professional, technical, and support staff.

### **CLASS CHARACTERISTICS**

This is a supervisory classification that manages and administers several human resources programs and activities related to labor relations, recruitment and selection, job analysis and classification, compensation, and benefits administration. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Human Resources Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as ability to coordinate departmental work with that of other departments and outside agencies. This class is distinguished from the Human Resources Director in that the latter has overall responsibility for all functions of the Human Resources Department and for developing, implementing, and interpreting public policy.

### **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, manages, and oversees the daily functions, operations, and activities of several human resources programs, including recruitment and selection, job analysis and classification, compensation and benefits administration.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees human resources program budgets.

- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement and recommends to the Director.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in all activities related to the City's human resources function, including labor relations, affirmative action, safety, recruitment and selection, job analysis and classification, compensation and benefits administration.
- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background check policies and procedures and oversees and conducts background checks; ensures equal employment opportunity and affirmative action for all candidates.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and alters existing classification specifications as appropriate; conducts compensation studies for new and existing positions, determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation and benefit strategies and programs, and classification plans.
- Responds to external monetary and non-monetary compensation surveys and participates in the public sector compensation team.
- Coordinates employee relations activities; provides advice and counsel to managers, supervisors, and employees in the interpretation of human resources policies and procedures and the processing of grievances.
- Conducts and oversees investigations of allegations of misconduct, harassment, or unlawful discrimination; writes or edits various notices and related correspondence for labor attorney review and approval, including notices of due process, notices of findings, letters of discipline, and separation agreements; makes recommendations to the Director and labor attorney; coaches managers and directors regarding the conduct of termination meetings and serves as witness to terminations.
- Oversees the grievance process; attends grievance hearings; represents management at arbitration hearings; serves as a witness.
- Assists the Human Resources Director with labor contract negotiations as directed.
- Assists in the administration of the City's Affirmative Action, Equal Employment Opportunity, Americans with Disabilities Act, and FMLA/OFLA compliance programs.
- Provides highly complex staff assistance to the Human Resources Director; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency human resources; researches emerging products and enhancements and their applicability to City needs.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity and affirmative action; job analysis and

classification; compensation and benefit analysis and administration; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies and procedures.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Applicable Federal, State, and local laws, codes and regulations, including those of Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Act.
- Basic principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of contract administration and evaluation.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- 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:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- 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 graduation from an accredited four-year college or university with major coursework in business or public administration, human resources, or a related field and five (5) years of human resources generalist experience in designing, developing, and implementing human resources programs, including some lead or supervisory experience.

**License:**

- Possession of a valid driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. 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, typewriter 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.