



## SENIOR HUMAN RESOURCES ANALYST

### **DEFINITION**

Under general supervision, performs complex and varied technical, professional, 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; 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. May exercise direct supervision over assigned staff.

### **CLASSIFICATION CHARACTERISTICS**

This is the advanced journey-level class in the human resource analyst series that analyzes and makes independent recommendations regarding the solution of complex problems related to the design, development, implementation, and administration of a broad range of human resources issues and programs. Responsibilities include extensive staff, public, and organizational contacts. Incumbents provide a professional-level resource for the organization. This class is distinguished from Human Resources Analyst in that it may be responsible for the supervision of professional, technical or administrative staff and/or it performs the most complex duties assigned to the series.

### **ESSENTIAL JOB FUNCTIONS**

- Plans, coordinates, oversees and administers complex human resources programs and projects involving recruitment and selection, classification and compensation, benefits administration, training and development, performance management, human resources information systems, employee and labor relations, and policy administration
- Serves as a resource and consultant to managers, supervisors, and employees regarding the resolution of complex personnel issues including disciplinary actions, confidential investigations, medical accommodations, grievance resolution, individual or team performance, interpretation of city policies and procedures, and applicable federal, state and local laws.
- Research, analyze, develop and prepare complex human resources policies and procedures, recommendations, reports and correspondence
- Assists and participates in the development and administration of the human resources annual budget; assists in developing and recommends goals, objectives, policies, procedures, work standards and administrative control systems.
- Performs other duties as assigned.

### **Job and Conduct Requirements:**

- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; Follows and maintains knowledge of all City policies and procedures.

- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; Acts and resolves conflict in a professional manner.

## **JOB QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of human resources management including recruitment, selection, equal employment opportunity, performance management, job analysis and classification; compensation systems; benefit administration; employee and labor relations principles, practices, procedures and related legal requirements; program and project development and administration.
- 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.

### **Ability to:**

- Assist in the development of goals, objectives, policies, and procedures for the department.
- Plan and conduct effective management, administrative, and operational studies.
- Identify, research, and analyze complex administrative problems, issues, policies and procedures; develop alternatives and recommend course of action on complex issues
- Maintain effective working relationships with those contacted in the course of work
- Operate effectively in a team environment
- Communicate effectively, both orally and in writing
- 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.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

## **MINIMUM QUALIFICATIONS**

### **Minimum Education/Experience Requirements:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be 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, and

five to seven (5-7) years of human resources generalist experience in designing, developing, and implementing human resources programs.

**Preferred Qualifications:**

- Experience in a unionized environment and in public sector is strongly preferred.

**License and Certification Requirements:**

- Possession of a valid driver's license with a clean/satisfactory DMV driving record report.

**WORKING CONDITIONS**

**Work Environment:**

The duties for this job will be performed primarily in an office environment with moderate noise levels, controlled temperature and ventilation conditions, and rare to no direct exposure to hazardous physical substances. The duties for this job may require interaction in difficult interpersonal situations with both staff, public, and/or external representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demand/Manual Dexterity:**

The duties for this job require 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 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, crouch, reach, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, supplies, and objects weighing up to 40 pounds as well as stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may occasionally climb stairs. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.

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