

HUMAN RESOURCES ANALYST I/II

DEFINITION

Under general direction of the Human Resources Manager, performs a variety of professional human resources duties including: recruitment and selection, classification, compensation, training, benefits and leave management, workers' compensation, safety, insurance, risk management, and/or employee and labor relations; provides analytical support to City management and supervisory staff; and performs a variety of other related duties as assigned. This position requires discretion to work with confidential and sensitive issues on a regular basis.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I - This is the entry level class in the Human Resources Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under close supervision, incumbents perform the more routine and less complex human resources assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. Advancement from the entry level to the Human Resources Analyst II level is in accordance with City policies and procedures, including receiving recommendation for advancement from the respective Department Director or designee.

Human Resources Analyst II - Positions in this class are flexibly staffed and may be filled by advancement from the lower level of Human Resources Analyst I or by candidates possessing at least two years of experience equivalent to that of a Human Resources Analyst I. Human Resources Analyst II is the journey-level class in the Human Resources Analyst series, and it is expected that an incumbent would perform the full range of duties for this class independently and without close supervision. Work in this class is distinguished from that of a Human Resources Analyst I by the greater complexity of assignments received and by the greater independence with which an incumbent is expected to work.

SUPERVISION RECEIVED

Direction is provided by the Human Resources Manager or other assigned supervisory staff.

SUPERVISION EXERCISED

Responsibilities may require technical and functional supervision of lower level staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Coordinates the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; develops job announcements, advertisements, and supplemental and

ESSENTIAL DUTIES (continued)

interview questions for oral examinations; develops and administers a variety of tests and uses other selection tools to determine the qualifications of job applicants; reviews and screens job applications; analyzes test data; arranges appraisal panels; establishes eligibility lists; and monitors the selection progress and EEO compliance.

Conducts job analyses to establish job-related qualifications, including researching and collecting data through interviews and observation, analyzing data, and documenting results.

Participates in administering a comprehensive benefits program, including retirement, short- and long-term disability, health, life, dental, vision, deferred compensation, and employee assistance; responds to employee and retiree questions and issues; interfaces with third-party administrators to resolve claims, appeals and provides guidance in policy interpretation and plan documents.

Researches, analyzes, and recommends changes in benefit program design and contract provisions.

Conducts position classification and compensation studies and audits; prepares new or revised class descriptions; collects and analyzes compensation and benefit data; makes recommendations of findings.

Administers a comprehensive leave management program ensuring legal compliance; reviews and analyzes leave applications; makes recommendations and develops employer response; interprets City policies and procedures, and local, state, and federal laws with regards to benefit and paid and unpaid time off options for employees; educate employees and managers on policy and legal compliance regarding leave of absences.

Coordinates the City compliance based training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the City's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aids and other materials as necessary; assesses and evaluates training; manages training database; delivers training in assigned HR functions.

Provides information and interpretation to others concerning City employment opportunities, requirements, benefits, policies, procedures, and related information.

Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefit administration, and other human resources practices.

Interprets and applies City rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws.

ESSENTIAL DUTIES (continued)

Analyzes the effect of new laws or administrative regulations on Human Resources programs and recommends policies and procedures for implementation.

Assists and/or develops, and revises City policies, procedures, and programs.

Conducts studies and projects related to human resources functional areas.

Confers with supervisors and management personnel to obtain or provide information or to help resolve problems related to assigned area.

Plans, participates in, and evaluates special projects requiring coordination of activities across departmental and functional lines.

Assists with labor relations activities, including researching and analyzing human resources data, providing recommendations, and writing reports.

Maintains Human Resources Information System (HRIS) database and other database applications; manages City-wide position control; writes and updates HRIS system queries and reports; and trains users.

Provides project management and/or technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing complex duties.

Plans, schedules, prioritizes, and assigns projects, studies, and programs in consultation with the Human Resources Manager or Human Resources Director; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; instructs staff in work procedures.

Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations.

Assists in developing work plans, procedures, and schedules.

Assists in the implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.

Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.

ESSENTIAL DUTIES (continued)

Builds and maintains positive working relationships with co-workers, other City employees, and the public.

Drives a motor vehicle.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of human resources administration, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis, and administration; training and development; and the interpretation of laws, regulations, policies, and procedures.

Organizational and management practices as applied to the research, analysis, and evaluation of programs, policies, and operational needs.

Applicable federal and state laws; codes, and regulations including City rules and regulations pertaining to human resources administration.

Computer applications related to the work, including word processing, spreadsheet applications, and HRIS database management.

Recordkeeping principles and practices.

Business letter writing and report preparation.

Basic and advanced arithmetic and statistical techniques.

Modern office practices, methods, and computer equipment.

English usage, grammar, spelling, vocabulary, and punctuation.

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, written or electronically.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Inspect the work of others and maintain established quality control standards.

Train others in work procedures.

Administer, coordinate, review, and evaluate a comprehensive human resources program.

Interpret, apply, and explain complex laws, codes, regulations, and ordinances.

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.

Identify and take appropriate action when unusual operating problems occur.

Effectively represent the division and the City in meetings with governmental agencies, professional, and regulatory, and legislative organizations.

Make accurate arithmetic, financial, and statistical computations.

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.

Make effective public presentations.

Understand written sentences and paragraphs in work-related documents.

Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.

Modify existing policies, strategies, and/or methods to meet unusual conditions.

Maintain attention to detail and accuracy while meeting critical deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

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

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Human Resources Analyst I

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Human Resources, Business or Public Administration or a closely related field.

Experience: None required; previous experience in Human Resources, public or private, highly desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

Human Resources Analyst II

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Human Resources, Business, or Public Administration or a closely related field.

Experience: Two (2) years professional human resources administration experience performing duties similar to a Human Resources Analyst I with the City.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; ability to drive a motor vehicle to travel to various locations and participate in meetings to conduct SPECIAL REQUIREMENTS (continued)

City business during day and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training, or other human resources related materials, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year

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1177CS95 Human Resources Analyst II

September, 1981

July, 2001

Revised: January 2002

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Revised May 2013

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APP GROUP: 15
FPPC STATUS: Designated
FLSA STATUS: Exempt