

HUMAN RESOURCES ANALYST

Job Summary:

Under general direction, performs journey level professional human resources work in the areas of recruitment and selection, position classification, compensation, employee development, employee relations, benefits and performs related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Exercises lead and/or functional supervision over paraprofessional and clerical staff.
2. Performs job analysis, conducts job audits and writes class specifications.
3. Performs salary reviews and compensation surveys; develops salary and benefits data.
4. Conducts routine personnel investigations, prepares summary reports and recommends disciplinary action.
5. May participate and/or assists in labor negotiations; costing of MOU proposals; develop meet and confer language proposals.
6. Evaluates job applications; monitors recruitment and testing procedures for compliance with city rules and/or policies.
7. Prepares and validates examinations.
8. Interprets, implements, and keeps current with laws, rules and regulations related to public employment and benefits.
9. Administers a variety of benefits programs which may include health, leave, dental, life insurance, vision, retirement, deferred compensation and disability programs.
10. Prepares reports, Council agenda items, and correspondence.
11. Performs comprehensive studies; compiles and evaluates data.
12. Develops forms and procedural manuals.
13. Attends meetings and training sessions.
14. Provides information to employees on human resources policies, rules, and procedures.
15. Recommends, develops, and implements new policies, rules, and/or procedures.
16. Develops, conducts and coordinates employee training and development programs.
17. Maintains effective liaison with City workgroups and other agencies; confers with management and other City officials.
18. Assists in the analyses of new and revised programs and develops staffing and financial proposals to support such programs.
19. May investigate accidents and inspect facilities, equipment, and buildings and submit necessary report.
20. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Graduation from an accredited college or university with a baccalaureate degree in human resources, personnel management, public administration, or related educational field and three (3) years full-time paid professional experience in recruitment and testing, classification and compensation, benefits, employment discipline, employee relations, training and development, including at least two (2) years in a governmental agency's human resources or personnel department. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices relating to personnel administration.
- Job-content analysis and the establishment of employment standards.
- Screening and selection practices, including methodology for determining the reliability and validity of applications, tests, interviewing techniques or other screening process.
- Principles of personnel management and methods required to identify and analyze organizational training needs.
- Federal, State and local laws pertaining to personnel administration and/or employment.
- Functional responsibilities of public sector personnel department and the principles and practices of classification and compensation.
- Basic principles of administrative analysis and dynamics of staff-line personnel relationships.
- Principles and practices of public agency labor relations including negotiating, structuring language and handling grievances.
- Training, safety, and personnel-related laws, principles and practices.
- Benefits administration.

Skill and Ability to:

- Devise appropriate and effective written, oral, and performance examinations.
- Prepare a concise and valid class specifications.
- Make sound classification and salary analyses and recommendations.
- Interpret and apply personnel laws, rules, regulations and standard procedures; explain personnel procedure, assist in adjudicating complaints, and interpreting memoranda of understanding.
- Negotiate and/or resolve issues with employee organizations and individual employees.
- Identify problem areas, collect and analyze data, draw valid conclusions and project impacts of decisions and recommendations.
- Communicate effectively orally and in writing.
- Establish, maintain and foster effective working relationships with those contacted in the course of work.
- Prepare clear, concise and grammatically correct reports and correspondence.
- Maintain confidentiality of employee information and applicable reports.
- Collect, compile and analyze data and information.
- Administer a variety of insurance and benefit programs.

License or Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require the mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- May be required to work at a video display terminal for prolonged periods.
- Performs work which is primarily sedentary.