

## **SENIOR HUMAN RESOURCES ANALYST**

### **Job Summary:**

Under general direction of the Human Resources Manager, performs advanced professional human resources work in the areas of recruitment and selection, position classification, compensation, employee development, benefits, information systems, performance evaluation, employee activities, employee relations and training; prepares reports and provides direction and oversees the work of technical and clerical staff; 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. Performs job analyses.
2. Conducts job audits and writes class specifications.
3. Performs salary reviews and compensation surveys; develops salary and benefits data.
4. Confers with division representatives and other City staff; coordinates recruitment and testing services; prepares and validates examinations.
5. Monitors recruitment and testing procedures for compliance with Federal, State and municipal regulation and City policies.
6. Prepares Council agenda items and comprehensive studies.
7. Prepares and analyzes employment statistics for compliance with affirmative action goals.
8. Develops and/or prepares forms, procedural manuals, correspondence and reports.
9. Provides information to and consults with the public.
10. Attends meetings and training sessions; interprets personnel rules, memoranda of understanding and applicable Federal, State and/or local laws.
11. Provides information to employees on City procedures.
12. Prepares and administers contract service agreements with outside agencies for a variety of benefit options.
13. May investigate accidents and inspect facilities, equipment, and buildings.
14. Develops and implements record keeping procedures.
15. Develops and implements programs in accordance with changes in the law, policies, procedures and negotiated bargaining unit contracts.
16. Develops and maintains human resources data in HRIS.
17. Compiles and evaluates data.
18. Develops and coordinates employee development programs.
19. Analyzes training needs and makes appropriate recommendations.
20. Conducts and/or oversees training meetings.
21. Conducts personnel investigations; prepares summary reports and renders findings and recommendations.
22. Administers and/or oversees compliance and other personnel programs.
23. Participates and/or assists in labor negotiations; conducts surveys and studies for negotiation items.
24. Develops language for City proposals.
25. 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:**

Bachelor's degree in personnel management, public administration, business administration or related field and four (4) years of full-time, paid professional experience in recruitment and testing, classification and compensation, employee development, benefits, employee relations, training including at least two (2) years in a governmental agency's human resources or personnel department with one year in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Principles and practices relating to position classification and pay.
- Job-content analyses and the establishment of employment standards.
- Screening and selection practices, including application formats, test construction and interviewing techniques.
- Methodology for determining the reliability and validity of applications, tests, interviewing techniques.
- Training and supervision principles.
- Principles of management and methods required to identify and analyze organizational training needs.
- Federal, State and local labor laws.
- General record keeping.
- Functional responsibilities of a public sector human resources and the principles and practices of human resources administration.
- Basic principles of administrative analysis and dynamics of staff-line personnel relationships.
- Research, statistical and analytical methods.
- Principles and practices of public agency labor relations including negotiating, structuring language and handling grievances.
- Training, safety and workers compensation laws, principles and practice.
- Computer application in human resources information systems, including word and excel.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- Personal computer software and hardware.
- Office practices and procedures.
- Cost analysis.
- Effective methods of report presentation.

**Skill and/or Ability to:**

- Devise appropriate and effective examination process including but not limited to written, oral, and performance examinations.
- Prepare concise and meaningful class specifications.
- Effectively communicate verbally and in writing.
- Make sound classification and salary analyses and recommendations.
- Interpret and apply personnel laws, rules, regulations, standard procedures; explaining personnel procedures, adjudicating complaints, and interpreting memoranda of understanding and City rules and regulations.

- Maintain accurate records and prepare clear and concise reports.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Negotiate and solve problems with employee organizations and individual employees.
- Identify problem areas, collect and analyze data, draw valid conclusions from available information, and project consequences of decisions and recommendations.
- Operate computer and other office equipment.

**License:**

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 mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to use City and/or personal vehicle in the course of employment.
- May be required to respond to emergency situations.