

HUMAN RESOURCES ANALYST II

=====

DEFINITION

Under direction, performs highly responsible management work by planning, coordinating and directing human resources programs and special projects, including benefits, labor relations, recruitment and selection, classification and compensation; and performs other related work as required.

DISTINGUISHING FEATURES

The Human Resources Analyst II is the journey level classification of the series. Incumbents, under direction, are fully competent to perform a wide variety of professional level duties that may be highly confidential or sensitive including employee benefits administration, job analysis, classification and compensation, recruitment and selection, employee relations, labor relations, and training and development. While primary assignments may be concentrated in one or more human resources specialty areas, incumbents are expected to perform work in any of the defined areas as workload needs require. This class is distinguished from lower classifications by performance of the full range of duties assigned, independent work performed, and judgment and initiative required; and from higher classifications which provide full program direction and performs the most complex and analytical work assigned to the series.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Performs responsible human resources administrative and management work; serves as a program or project manager and key professional technical resource; independently acts as project and technical lead in a variety of complex assignments.
2. Manages various benefits programs, including health and welfare for employees and retirees.
3. Performs the full range of recruitment and selection duties to obtain qualified candidates, including development of outreach, examination and interview materials, in accordance with federal and state employment laws, City's Civil Service Ordinance and Rules, procedures and applicable laws, codes and regulations.
4. Conducts position classification and compensation studies and analyses; collects and analyzes survey data.
5. Consults with supervisors and managers regarding various employee relations issues including resolution of performance, organizational and employee issues; recommends appropriate corrective action or disciplinary measures.
6. Conducts general and statistical information research and analytical studies on a variety of programs and issues; develops policies, procedures and forms; formulates recommendations, prepares reports, correspondence, analytical summaries and recommendations.
7. Interprets and explains policies, procedures and regulations to City staff and the public; responds to complaints and requests for information from employees, management, outside agencies and the public; makes presentations on assigned projects and programs.
8. Provides staff support to boards, committees or commissions or individuals as assigned.
9. Utilizes a variety of information system applications commonly found in a modern office environment, and specific city-wide applications such as financial software, personnel and applicant tracking systems, and resource databases.
10. Participates in a variety of labor relations activities including contract implementation, interpretation, and labor negotiations.
11. Plans, develops, coordinates and presents training sessions and classes for City employees.
12. May assist in budget preparation and administration. May supervise, train and evaluate assigned staff.

WORKING CONDITIONS:

- Indoor office or station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard or calculator and to operate standard office equipment.
- Seeing to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Hearing and speaking to present and exchange information and to communicate in person and by telephone.
- Frequent sitting for extended periods of time
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in public or business administration, industrial or human relations, human resources, psychology, or related field.

Experience: Four years of professional human resources experience, which has included multiple human resources areas such as benefits administration, recruitment and selection, classification, compensation, employee relations, and labor relations. Experience in a public agency setting is desirable.

Knowledge

Knowledge of principles and practices of public personnel administration, public sector management and trends; benefits analysis and administration practices; recruitment, selection, and job analysis techniques; classification and compensation administration techniques; statistical research and presentation methods; applicable state and federal laws, codes and regulations; equal employment principles and practices; labor relations principles and practices in a collective bargaining environment; organizational development; training and development; general analytic procedures; and standard office practice and procedures, including basic business software applications.

Ability

Ability to effectively plan, coordinate and direct assigned human resources programs, projects, activities and services, including those that are highly confidential or sensitive; understand the City organization and operation of the Human Resources Department and outside agencies as necessary to execute assigned duties; independently perform the full range of responsible and difficult analytical and administrative work; clearly define, interpret and analyze information, issues and situations; develop valid conclusions, solutions and recommendations in a timely manner and project consequences of decisions and recommendations; perform both complex and routine administrative work with speed and accuracy; interpret and apply established policies, procedures and codes, laws, regulations and policies; prepare clear, concise and accurate studies and reports concerning complex matters; use initiative, exercise independent judgment and make sound decisions; utilize designated computer equipment, software, and operating systems; set priorities and meet deadlines; establish and maintain accurate records and files; maintain level of knowledge required for satisfactory job performance; maintain confidentiality of employee and city records and reports; communicate effectively; establish and maintain effective working relationships with employees, officials, and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.