

HUMAN RESOURCES ANALYST I

=====

DEFINITION

Under general supervision, provides management assistance by planning, coordinating and directing work related to the City's human resources activities, services and functions, including oversight of operation programs, administrative studies and special projects; performs other related work as required.

DISTINGUISHING FEATURES

This is the entry level classification in the human resources professional series. The work is characterized by the highly confidential and sensitive nature of the work, requiring strong interpersonal and staff development abilities. Initially the incumbent works under close supervision learning established policies and procedures, with the expectation that they will independently perform routine management duties including those involved in recruitment and selection, job analysis, training and development, classification and compensation, employee relations, labor relations, employee benefits administration, and other areas as assigned.

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. Plans, coordinates, oversees and participates in work related to assigned areas of human resources, labor relations and employee relations services and operations, including employment management; training and staff development; classification and compensation; employment data management; human resources information systems (HRIS); labor relations negotiations and contract interpretation and implementation; and benefits administration.
2. Develops and conducts recruitment, examination and selection activities in compliance with federal and state employment laws, regulations, and case law, and the City's Civil Service Ordinance and Rules, and authorized workforce staffing, including preparation of job announcements, advertisements, testing and selection materials; develops, conducts and/or coordinates application reviews, written and performance testing, oral examinations and assessment exercises.
3. Conducts research, surveys and analytical studies; prepares summaries, reports and recommendations.
4. Participates in oversight, implementation and maintenance of the City's classification and compensation systems, including preparation and review of job specifications, salary schedules, and other compensation materials.
5. Participates in administering and ensuring compliance with federal and state employment law and other legal requirements of human resources management.
6. Coordinates training and staff development activities, including identifying training needs, developing and procuring training materials and services, and ensuring compliance with mandated training requirements.
7. Participates in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
8. Participates in implementing and coordinating employee benefits programs.
9. Confers with other departments, other agencies, public officials, consultants, and the public; interprets and explains City policies, procedures, Memorandum of Understanding, and local, state and federal laws; responds to complaints and request for information; may make presentations on assigned projects and programs.
10. Provides staff support to boards, committees or commissions as assigned.
11. May assist in budget preparation and administration.
12. May administer various staff functions of the department.
13. 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: Two years of human resources or municipal government administrative or management support experience involving highly confidential or sensitive work.

Knowledge

Knowledge of principles of public and business administration including personnel and fiscal management; municipal government structure and operations; organizational and management practices as applied to the research, analysis and evaluation of programs, policies and operational needs; statistical concepts and methods; current office methods, practices and technology including designated software and computer applications.

Ability

Ability to effectively administer assigned programs, services and functions; perform both complex and routine administrative work with speed and accuracy; interpret and apply established policies, procedures, rules, regulations, and laws; plan, administer and evaluate work programs; establish and maintain accurate records; utilize designated computer systems, equipment and software including designated human resources information systems; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; conduct analytical and statistical studies and prepare clear and concise reports and summaries; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance, communicate effectively; demonstrate effective interpersonal skills and elicit the cooperation of others; apply discretion and sound judgement dealing with confidential and sensitive information; establish and maintain effective working relationships with employees, public officials, vendors 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.