



<b>Department:</b>	Mgmt. Svcs./Human Resources
<b>Bargaining Unit:</b>	Confidential
<b>Salary Range:</b>	C45
<b>Last Revision:</b>	July 2002

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## **HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under general supervision, to perform complex professional human resources work in a variety of areas including benefit administration, employer/employee relations, classification and pay, risk management, recruitment and examinations, training and employee record keeping; to provide information on the functions, programs, and policies of the Human Resources Division; and to provide staff assistance to the Director of Management Services.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Director of Management Services.

May exercise technical or functional supervision over lower level clerical or technical positions.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Develop requests for proposals for employee benefits programs, analyze proposals and make recommendations.

Review benefits contracts and agreements and make recommendations.

Coordinate, prepare and process personnel and payroll records including personnel actions, new hires, terminations, salary changes, employee injury reports, and benefit related transactions.

Plan and coordinate the City=s personnel recruitment and selection process including preparing job announcements, developing advertisements, fliers, and application materials, screening applications, and developing, scheduling, administering, and scoring examinations; establish eligibility lists.

Determine and develop appropriate written, oral and/or performance examination programs.

Orientates and monitors oral interview boards to ensure compliance with personnel rules, regulations and procedures.

Conduct position classification studies, prepare, and revise class specifications and prepare recommendation and implementation reports.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Schedule and conduct employee orientations for new hires including preparing and processing forms for new hires; assemble new employee files.

Conduct salary and fringe benefit surveys, analyze data, recommend adjustments and internal salary relationships.

Coordinate benefits for employees including filling out forms, researching detailed information, and explaining benefit options.

Serve as a resource for employees and managers related to Human Resources Division questions; assist employees in filling out and completing forms according to City policies; assist in answering questions regarding personnel policy.

Assist in labor relations activities as assigned.

Coordinate city-wide safety programs.

Assist in training, employee development and other related programs.

Analyze and evaluate worker=s compensation programs and procedures.

Assist Third Party Administrator, and City staff with workers compensation issues or claims as appropriate.

Maintain confidential records and respond to inquiries for the same.

Examines employee files to answer inquiries and provides information to authorized persons.

Monitor and promote Affirmative Action goals and efforts.

Operate a variety of office equipment including typewriter, calculator, duplicating machine, computer, and word processor as need.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of public personnel administration.

Applicable Federal and State laws and regulations.

Techniques of payroll and benefit administration.

Statistical concepts and methods.

Principles, methods and procedures utilized in recruitment, selection, examining, training, classification, labor relations, risk management and salary administration.

Principles of Equal Opportunity and Affirmative Action.

Modern office practices, methods, and computer equipment.

Principles of business letter writing and report preparation.

Principles and procedures of records keeping.

Word processing methods, techniques, and programs including spreadsheet and database applications.

Principles and practices used in dealing with the public.

Principles and practices of training methods and concepts.

English usage, spelling vocabulary, grammar and punctuation.

**Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

**Ability to:**

Learn and correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Conduct complex and analytical job analysis, classification and related personnel studies.

Perform responsible and difficult technical and administrative work involving the use of independent judgment and personal initiative.

**Ability to:**

Independently perform recruitment and selection processes as established by City policies, rules, and procedures.

Understand the organization and operation of City and outside agencies as necessary to assume assigned responsibilities.

Respond to requests and inquiries for information regarding personnel policies and procedures.

Interact effectively and sensitively with individuals from diverse backgrounds.

Research, collect, compile, and analyze information and data and prepare a variety of fiscal, statistical, and administrative reports.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports and correspondence.

Meet and deal tactfully and effectively with the public.

Handle multiple concurrent projects and manage priorities and tasks.

Plan and organize work to meet schedules and deadlines.

Maintain confidentiality of employee information.

Analyze situations carefully and adopt effective courses of action.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three (3) years of increasingly responsible experience in Human Resources administration which includes experience in public personnel work.

**Training:**

A Bachelor=s degree from an accredited college with emphasis in organizational development, human resources or public administration, or a closely related field, or equivalent combination of education and experience in working in a public agency human resources environment.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid California driver=s license.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites.

**Effective Date:** July 2002