

## **HUMAN RESOURCES ANALYST**

### **DEFINITION**

Under general supervision, to provide a wide variety of professional level administrative, technical, and analytical duties in support of the City's human resources functions. To provide information and assistance to City employees and the general public regarding human resources activities, processes, policies, and procedures; to perform duties relating to recruitment, selection, classification, wage and salary administration, risk management, retirement, benefits, liability claims, employer-employee relations, and training; and to perform related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Confidential, Unrepresented.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional working level class in which the incumbent is expected to independently perform a variety of highly responsible technical support and analytical work in the development and implementation of the City's human resources programs while maintaining confidentiality. An incumbent must be willing to attend meetings outside normal working hours and be available to work unusual hours, as necessary.

### **REPORTS TO**

Human Resources Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

May exercise technical and functional supervision over assigned support personnel.

### **ESSENTIAL FUNCTIONS**

Performs a variety of responsible clerical, technical, administrative, and office support duties in support of the City's Human Resources Director; processes personnel action forms and maintains personnel records to ensure timely performance evaluations and appropriate actions; researches, compiles, and analyzes data for special personnel projects and reports; performs fiscal support assignments; and maintains confidential information in accordance with legal standards and/or City regulations. May perform other human resources duties such as, but not limited to, plans and coordinates recruitments and examinations; coordinates post-offer pre-employment physicals, psychological, drug screens, or other pre-employment screenings as may be required; may assist with coordination of commercial driver license program; participates in the handling of employee issues including counseling, disciplinary actions, and grievances; receives liability claims against the City; prepares documents and gathers data to pursue cost recovery and restitution for the City; may process employee payroll and assist with the maintenance of work and time records; and operates a variety of office

equipment including personal computers and word processing equipment. Serves as Alternative representative on the Board of Directors for the Central San Joaquin Valley Risk Management Authority.

Serving as assistant Health Benefits Officer, may be required to explain employment benefits and general terms and conditions of employment to employees and department representatives; and conduct initial new employee orientation for purposes of ensuring appropriate completion of payroll and benefits documentation.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- Principles and practices of records management systems.
- Modern office management practices and procedures including correspondence, filing systems including confidential records management, and the operation of standard office equipment and computers.
- Basic functions and organization of municipal government.
- Principles and practices of recruitment, selection, classification, job analysis, salary and benefit administration, training, Equal Opportunity Employment (EEO), and employee relations within a public agency.
- Methods and techniques of research and analysis of personnel administrative and statistical data.
- Basic labor relations, negotiation processes, and employment law.
- Basic principles and procedures of record keeping.
- Principles and practices of customer service.
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Perform professional work with minimum supervision.

- Establish and maintain effective relationships with those contacted in the course of work.
- Maintain confidentiality.
- Employ good judgment and make sound decisions in accordance to established procedures and policies.
- Organize, research, and maintain complex and extensive files and records.
- Learn municipal laws and procedures.
- Operate a computer accurately and efficiently and work with various computer software including database and records management programs used in the Human Resources Department.
- Pay particular attention to detail (detail-oriented).
- Maintain complex records, take accurate notes, and summarize actions from meetings.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Respond appropriately to difficult and sensitive matters.
- Understand and carry out oral and written instructions.
- Type at a net speed of 60 words per minute.
- Take notes and transcribe accurate official minutes.

**Training and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

- Five (5) years of increasingly responsible office experience including considerable public contact.
- Experience in a Personnel Department or other public agency is highly desirable.

**Education:**

- Graduation from an accredited college or university with a bachelor's degree with major course work in human resources, social sciences, public administration, business administration, or a related field. Education requirement may be substituted with equivalent years of experience.

**SPECIAL REQUIREMENTS**

- Must be willing to attend meetings outside normal working hours and be available to work weekends and evenings as necessary.

**License:**

- Possession of a valid California driver's license.

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