

## **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, onboarding, risk management, retirement, benefits, liability and workers' compensation claims, employer-employee relations, and training; and to perform related work as required in support of the Human Resources Director. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: N/A. This classification is identified as confidential and unrepresented. For purposes of employee benefits, this classification follows the Mid-Management Memorandum of Understanding (MOU).

### **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 high 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 Manager, Human Resources Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

May exercise technical and functional supervision over assigned support personnel.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- Administration of employee leaves of absences and benefits.
- Recommend and implement goals and objectives, including establishing performance standards and methods for performing administrative functions in support of the Human Resources department.
- Assists with classification, reclassification, and organizational studies, and recommends appropriate classifications and structures to the Human Resources Director.
- Assists with the development, planning, and implementation of City and department policies and procedures, including job descriptions.
- Performs a variety of responsible clerical, technical, administrative, analytical 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.

- Analyzes data for special personnel projects and reports.
- Performs fiscal support assignments and research as required.
- Maintains highly confidential information in accordance with legal standards and/or City regulations.
- Conducts and/or coordinates recruitment/selection process including, but not limited to: Employment application review, supplemental questionnaires, oral board interview questions and rating instruments, selection of test services and content, monitor test validity and oral board reliability, create and maintain eligibility lists.
- Issues pre-employment offers to potential employees.
- Coordinates post-offer pre-employment physicals, psychological evaluations, drug screens, or other pre-employment screenings as may be required.
- Assists with coordination of commercial driver license program, including Department of Transportation (DOT) random testing.
- Participates and assists in the handling of employee issues including training, evaluation, counseling, disciplinary actions, grievances, administrative and fact-finding interviews.
- Manages liability claims with claims administrator and appear in court as necessary.
- Manages workers' compensation claims with claims adjuster, employee, and/or affected City department.
- Prepares, documents and gathers necessary data to pursue cost recovery and restitution for the City.
- May process employee payroll and assist with timecard records as needed.
- Accurately maintains and updates employee payroll database.
- Ensures appropriate completion of payroll and benefits, including payroll deductions and wage garnishments.
- Operates a variety of office equipment including personal computers and word processing equipment.
- May serve as alternative representative on the Board of Directors for the Central San Joaquin Valley Risk Management Authority (CSJVRMA).
- Understands and explains employment benefits and general terms and conditions of employment to employees and department representatives.
- Conducts initial new employee orientations.
- Works in conjunction with the Human Resources Director to accurately distribute employee identification cards.
- Assists the Human Resources Director during labor negotiations, including preparation of documents, and conducting studies and/or surveys.
- Coordinate and supervise various special department projects.
- Use initiative and judgment in the absence of the Human Resources Director to ensure that matters requiring immediate attention are handled in a manner so as to minimize the effect of the Director's absence.
- Perform related duties as assigned.

**Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- Principles and practices of records management systems.
- Modern organizational office management practices and procedures including correspondence, filing systems, confidential records management, and the operation of modern office equipment.
- Basic functions and organization of municipal government.
- Principles and practices of recruitment, selection, classification, job analysis, salary and benefit administration, training, Equal Employment Opportunity (EEO), and employee relations within a public agency.
- Methods and techniques of research and analysis of personnel administrative and statistical data.
- Techniques for coaching and counseling employees.
- 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 of City records and/or confidential discussions pertaining to City records, including but not limited to employee personnel files and disciplinary actions.
- Independently apply good judgment and make sound decisions in accordance with established policies and procedures.
- Responds to complaints and requests for information from employees, management, outside agencies, and the public.
- Independently interpret and explain pertinent City and department policies and procedures to employees and the public.
- 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).
- Provide technical and functional supervision over assigned support personnel; effectively train others.
- Analyze and interpret complex legal documents and administrative procedures and regulations.

- Maintain complex records, take accurate notes, and summarize actions from meetings.
- Organize duties and determine priorities to meet assigned deadlines.
- Communicate and interact in situations requiring tact and sensitivity, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
- Respond appropriately to difficult and sensitive matters.
- Maintain composure and communicate effectively under stress by dealing with others using skill and tact.
- Perform effectively under competing and/or conflicting demands on time and self in a challenging environment.
- Compose a wide variety of confidential correspondence.
- Understand and carry out oral and written instructions.
- Type at a net speed of 40 words per minute.
- Take notes and transcribe accurate official meeting minutes.

**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; frequent contact with other staff and the public.

**MINIMUM QUALIFICATIONS**

- Equivalent to the completion of the twelfth grade.
- Possession of a valid California driver's license.
- Two (2) years of experience in a personnel department with a governmental agency.
- Graduation from an accredited college or university with a bachelor's degree in human resources, social sciences, public/business administration, or a related field **OR** four (4) years of increasingly responsible office administrative experience in a governmental agency that included public contact.

**SPECIAL REQUIREMENTS**

- Attend meetings and/or events outside normal working hours.
- Work weekends and evenings as necessary.

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