



HUMAN RESOURCES ANALYST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under the general direction this classification performs complex, technical, professional and confidential work in various human resources programs including but not limited to recruitment, job analysis and classification, compensation, employee and labor relations, training and development, benefit administration, occupational health and safety; overseeing and coordinating assigned administrative processes, procedures, and programs; providing highly responsible and complex staff assistance to City departments related to various aspects of human resources programs and activities; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification in the Human Resources Analyst series. Positions at this level are distinguished by the performance of the full range of duties as assigned, working independently, and exercising good judgment and initiative. Occasional instructions or assistance are provided as new or unusual situations arise. Positions are fully aware of the operating procedures and policies of this work unit. This class is distinguished from the Senior Human Resources Analyst in that the latter provides technical and functional direction to lower-level staff and is responsible for more complex analytical work.

SUPERVISION RECEIVED/EXERCISED

The Human Resources Analyst receives general direction from the Human Resources Director or Senior Human Resources Analyst.

ESSENTIAL FUNCTIONS *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plan, coordinate, and implement recruitment and selection for City departments; confer with departments to ascertain departmental staffing needs; coordinate and/or produce recruitment postings and position announcements; screen applications and identify qualified candidates.
- Conduct and administer recruitment selection procedures while working closely with departments; develop and recommend appropriate outreach and selection methodologies; ensure compliance with Federal, State, and local laws pertaining to hiring and employment.
- Oversee onboarding and set up employees in various programs and systems.
- Administer offboarding procedures and separation from various programs and systems
- Prepare written documents and reports, including job specifications, job announcements, classification and salary reports, surveys, examinations, and training materials.

- Respond to requests for information from employees, management, retirees, outside agencies, and the public as appropriate.
- Review and analyze workers' compensation claims and coordinate case management with third-party administrator. Serve as the liaison between the City, the injured worker, and the third-party administrator for workers' compensation-related issues.
- Make recommendations for the development and revision of human resources documents, procedures, and forms; assist in the implementation of policies, regulations, and procedures.
- Plan, develop, administer, and coordinate various programs such as city-wide training, onboarding, equal employment opportunity, employee engagement, performance management and work closely with departments to ensure the operational needs of the City departments are met.
- Assist managers and supervisors with employee relations matters, including the interpretation and application of policies and labor agreements; facilitate problem identification and resolution for routine or less complex matters not requiring the assistance of the Human Resources Director.
- Utilize computer software applications to support and conduct recruitment and selection, compensation, classification, workers' compensation and safety, labor relations, and employee development activities depending on the area(s) of assignment.
- Conduct special research assignments, gather data, and prepare reports for consideration by management or special committees.
- Maintain accurate records and files.
- Provide analytical support to the Human Resources Director in labor negotiations and contract administration, including research, data analysis, correspondence, and implementation of negotiated agreements.
- Assist with the development and implementation of City wellness and employee engagement programs.
- Perform related duties and responsibilities as required.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of

- Principles and practices of public sector human resources, including recruitment and selection, classification and compensation, benefit administration, training and development, employee and labor relations, performance management, and workers' compensation.
- Principles and techniques of effective customer service, including a business partner approach to human resources management.
- Mathematical principles related to data management, statistical analysis, and cost analysis.
- Applicable Federal, State, and local laws and regulations pertaining to employment and labor relations in the public sector.
- Computer applications and other modern office technology methods and procedures related to the work.
- The structure and content of the English language, including meaning and spelling of words, rules of composition and grammar.

- Record-keeping principles and procedures.

Ability to

- Administer and coordinate human resources program areas.
- Organize work, prioritize a variety of assignments, and meet critical deadlines.
- Interpret, apply, and explain applicable rules, regulations, laws, policies, and procedures.
- Write clear and concise reports, correspondence, procedures, and other written materials.
- Communicate clearly and concisely, both orally and in writing, and make public presentations.
- Develop comprehensive plans from general instructions.
- Perform basic statistical analysis and conduct research studies.
- Collect, compile, summarize, and maintain accurate records and files.
- Interpret and resolve special needs of employees and staff members.
- Use initiative, independent judgment, and problem-solving within established procedural guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to

- Operate standard office equipment, including computers, printers, and copiers.
- Operate a motor vehicle safely.

QUALIFICATIONS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Education and/or Experience

Equivalent to a bachelor's degree in human resources management, business or public administration, or a related field, and three (3) years of experience providing progressively responsible human resources support in a union environment.

License/Certificate

Possession of or the ability to obtain a valid Class C California driver's license upon appointment.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Ability and mobility to operate standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 25 pounds, files, and other materials; and ability to operate a motor vehicle to visit various City departments and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the phone and on video. Standing and walking between work areas is frequently required. Able to maintain professional, courteous, and calm composure during tense or sensitive situations and conversations. Reasonable accommodation will be made for individuals on a case-by-case basis.