

SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under general direction of the Director of Human Resources, performs a wide variety of advanced journey level human resources duties by planning and directing comprehensive programs, studies and special projects including: labor relations, recruitment and selection, job analysis, classification, compensation, training, benefits and leave management, workers' compensation, safety, risk management, and/or employee and labor relations; provides complex analytical support to City management and supervisory staff; and performs a variety of other related duties as assigned. This position requires discretion to work with confidential and sensitive issues on a regular basis.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Human Resources Analyst series. It is expected that an incumbent for this class is fully competent to perform a wide variety of professional level duties independently and without close supervision. Work in this class is distinguished from that of a Human Resources Analyst II by the greater complexity of assignments received and by the greater independence with which an incumbent is expected to work, exercising considerable initiative and independent judgment in the performance of their work and front-line supervisory responsibility. It is distinguished from the Human Resources Manager which has full division management responsibility.

SUPERVISION RECEIVED

General direction is provided by the Human Resources Director or other higher level supervisory staff.

SUPERVISION EXERCISED

The position provides direct supervision of lower level staff.

ESSENTIAL DUTIES

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

Provides consultation to department supervisors, managers and work groups through the application of a variety of human resource management disciplines to address such issues as organizational development and work processes, change management, work force planning, staffing, employee relations, and classification and compensation.

Provides technical support to the Human Resources Director in the day to day operations of the Human Resources Department.

ESSENTIAL DUTIES (continued)

Plans, develops, and implements new and revised human resource program elements and innovations to address issues of staffing, employee development, benefit administration, employee relations, or other assigned areas; develops and implements new or revised processes and procedures.

Performs the most complex and specialized assignments and projects related to recruitment and selection, job analysis, classification and compensation plan administration; and labor relations.

Coordinates the planning, development and implementation of the recruitment and selection process to obtain qualified candidates; and monitors the selection progress and EEO compliance.

Conducts job analyses to establish job-related qualifications, including researching and collecting data through interviews and observation, analyzing data, and documenting results.

Participates in administering a comprehensive benefits program, including retirement, short- and long-term disability, health, life, dental, vision, deferred compensation, and employee assistance; responds to employee and retiree questions and issues; interfaces with third-party administrators to resolve claim appeals and provides guidance in policy interpretation and plan documents.

Researches, analyzes, and recommends changes in benefit program design and contract provisions.

Conducts position classification and compensation studies and audits; prepares new or revised class descriptions; collects and analyzes compensation and benefit data; makes recommendations of findings.

Administers a comprehensive leave management program ensuring legal compliance; reviews and analyzes leave applications; makes recommendations and develops employer response; interprets City policies and procedures, and local, state, and federal laws with regards to benefit and paid and unpaid time off options for employees; educate employees and managers on policy and legal compliance regarding leave of absences.

Coordinates the City compliance based training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the City's needs and expectations are addressed, and delivers training in assigned HR functions.

Provides information and interpretation to others concerning City employment opportunities, requirements, benefits, policies, procedures, and related information.

Assists and/or develops, and revises City policies, procedures, and programs.

ESSENTIAL DUTIES (continued)

Researches, compiles, analyzes, and evaluates general and statistical information regarding selection procedures, recruitment methods, benefit administration, and other human resources practices.

Interprets and applies City rules, policies, and procedures, Memorandum of Understanding, and local, state, and federal laws.

Analyzes the effect of new laws or administrative regulations on Human Resources programs and recommends policies and procedures for implementation.

Conducts studies and projects related to human resources functional areas.

Confers with supervisors and management personnel to obtain or provide information or to help resolve problems related to assigned area.

Plans, participates in, and evaluates special projects requiring coordination of activities across departmental and functional lines.

Participates in, and assists with labor relations activities, including researching and analyzing human resources data, providing recommendations, and writing reports.

Maintains Human Resources Information System (HRIS) database and other database applications; manages City-wide position control; writes and updates HRIS system queries and reports; and trains users.

Provides project management and/or technical and functional direction to assigned staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing complex duties.

Plans, schedules, prioritizes, and assigns projects, studies, and programs in consultation with the Human Resources Manager and/or Human Resources Director; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; instructs staff in work procedures.

Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.

Assists in the implementation of goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.

Supervises, trains and evaluates assigned staff.

Assists in budget preparation and administration.

ESSENTIAL DUTIES (continued)

Conducts grievance and disciplinary appeal meetings and drafts findings and correspondence; attends meet and confer sessions with bargaining unit representatives, and assists the City's chief negotiator by taking notes, researching information, preparing contract language, costing proposals; and researching information.

Implements equal employment opportunity (EEO) policies and programs. Investigates formal EEO discrimination and harassment complaints, recommends and implements resolution strategies, and prepares associated reports of findings; provides consultation to managers, supervisors, and employees.

Utilizes a variety of information system applications commonly found in a modern office environment, including standard desktop office applications such as Microsoft Office Suite, and specific city-wide applications such as financial software, personnel and applicant tracking systems, and resource databases.

Builds and maintains positive working relationships with co-workers, other City employees, and the public.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of human resources administration, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis, and administration; training and development; and the interpretation of laws, regulations, policies, and procedures.

Organizational and management practices as applied to the research, analysis, and evaluation of programs, policies, and operational needs.

Applicable federal and state laws; codes, and regulations including City rules and regulations pertaining to human resources administration.

Computer applications related to the work, including word processing, spreadsheet applications, and HRIS database management.

Recordkeeping principles and practices.

Business letter writing and report preparation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

Basic and advanced arithmetic and statistical techniques.

Modern office practices, methods, and computer equipment.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Principles of management and supervision including work planning, direction, training, and evaluation of work and staff performance.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone, written or electronically.

Ability to:

Inspect the work of others and maintain established quality control standards.

Train others in work procedures.

Administer, coordinate, review, and evaluate a comprehensive human resources program.

Interpret, apply, and explain complex laws, codes, regulations, and ordinances.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Identify and take appropriate action when unusual operating problems occur.

Effectively represent the division and the City in meetings with governmental agencies, professional, and regulatory, and legislative organizations.

Supervise, train and evaluate subordinate professional, technical, and support staff.

Make accurate arithmetic, financial, and statistical computations.

Make effective public presentations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Understand written sentences and paragraphs in work-related documents.

Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.

Modify existing policies, strategies, and/or methods to meet unusual conditions.

Maintain attention to detail and accuracy while meeting critical deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND EDUCATION

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

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Human Resources, Business or Public Administration or a closely related field.

Experience: Four (4) years of professional experience, two (2) of which must be at the journey level, in a centralized human resources system which has included experience in more than one functional area such as recruitment and selection, classification, compensation, employee relations, and labor relations. Experience in a public agency setting is desirable. Experience related to the human resources function, which will have provided the knowledge and skills outlined above, may be substituted for the education on a year for year basis.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; travel to various locations and participate in meetings to conduct City business during day and evening hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, use standard office equipment; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training, or other human resources related materials, weighing up to 25 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

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APP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt