

HUMAN RESOURCES ANALYST

DEFINITION

Under general supervision, performs a variety of professional activities in support of a comprehensive human resource management system.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from a Division Manager or designee. Exercises limited supervision; this class may make assignments and delegate work to support staff.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst is a journey level class assigned to the Department of Personnel Services. Depending upon area of assignment, incumbents perform a variety of analytical and administrative activities related to human resource functions. This class is distinguished from Senior Human Resources Technician in that the latter performs technical support activities. This class is distinguished from Senior Human Resources Analyst in that the latter performs the more difficult and complex assignments and may supervise.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

Conducts professional level work related to area of assignment, which may include employment services, classification, compensation, labor relations, workers' compensation, leave management, recruitment and examination, interactive processes, benefit administration, organizational development & training, and/or other related functions.

Analyzes information, data, or situations and develops recommendations based on findings.

Serves as a professional advisor in assigned area of responsibility; participates in the development, administration and coordination of program strategies; assists in the analysis and development of workforce plans; and assesses training and/or organizational needs.

Designs and implements recruitment activities to ensure fair employment practices; conducts all phases of recruitment processes; analyses of exam results; and develops, evaluates, and validates selection instruments.

Conducts studies and audits; develops, updates, and revises various policies and procedures, documents, specifications, and work plans.

Researches and collects information and data, and prepares analyses and reports; provides various information to other agencies.

Assists in the implementation and monitoring of program compliance, ensuring conformity with applicable policies and procedures, laws, rules and regulations.

Assists with the development and implementation of various employee training programs; prepares and conducts workshops, seminars, and other interactive training activities.

Conducts inspections and audits related to assigned area of responsibility; investigates, analyzes, and report's findings; and participates in implementation of recommended actions.

Collects information and provides staff support during various proceedings, such as labor negotiations, grievance proceedings, civil service board proceedings and council meetings; conducts grievance and discipline investigations; makes recommendations and provides related technical support.

Serves as a liaison between Personnel and other departments; provides information and advice on human resources issues; investigates, mediates, and resolves employee complaints and allegations.

Confers with, and interprets policies, procedures, and regulations for City employees and representatives of employee organizations; provides information to the public regarding City policies and procedures.

Prepares reports, correspondence, and a variety of written materials.

Participates in meetings, committees, and other related groups.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices, and associated laws, in assigned area of responsibility.

Principles and practices of collecting and analyzing data and information.

Applicable federal, state, and local laws, labor codes, rules and regulations.

Modern office equipment, software and hardware, including automated human resources information systems, applications for word processing, spreadsheets, and data bases.

Principles and practices of the collective bargaining process; conflict resolution and mediation principles.

Business English, grammar, and spelling.

General statistical and mathematical principles and practices.

Research methods.

Customer service concepts.

Ability to:

Analyze a variety of administrative problems; and ability to make sound policy and procedural recommendations.

Interpret, apply and explain laws, civil service regulations, and provisions of contracts, ordinances, negotiated agreements and other regulations or policies pertaining to human resources activities.

Prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

Make clear and persuasive oral presentations.

Develop and maintain effective working relationships with City management and staff, representatives of community organizations, state/local agencies and associations, and the public.

Compile and analyze a variety of data and information; and ability to make recommendations based on findings.

Prepare and perform statistical and mathematical calculations.

Manage multiple priorities simultaneously, and complete projects independently.

Maintain accurate records and files.

Work in a changing environment.

Maintain confidentiality.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Personnel Management, Industrial Relations, or a related field;

AND

Experience:

Two years of professional experience in a comprehensive human resource management system in one or more of the following areas: recruitment and selection, classification and compensation, labor, benefit administration, workers' compensation, safety or organizational development and training. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

Recruitments may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Recruitment and Examination
2. Classification and Salary Administration
3. Benefit Administration
4. Labor Relations
5. Organizational Development & Training
6. Workers' Compensation

APPROVED: _____
Director of Personnel Services

DATE: _____

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