SENIOR HUMAN RESOURCES/RISK ANALYST

DEFINITION

Under direction, performs advanced and complex professional personnel work in a variety of program areas; may provide supervision to assigned staff.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from an Assistant Director or Human Resources Manager.   This class may exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Senior Human Resources/Risk Analyst is a supervisory class in the Department of Personnel Services. Depending upon area of assignment, incumbents perform a variety of advanced and complex analytical assignments, which require extensive technical knowledge, initiative, discretion, and judgment. This class is distinguished from Human Resources Analyst in that the latter is a journey level, generalist class in which incumbents perform activities in support of a comprehensive human resource management system.   These are unclassified positions in which the incumbents serve at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
(May include, but not limited to, the following:)

Conducts advanced and complex professional analytical work related to area of assignment, which may include recruitment, examination, classification, compensation, administration, labor relations, loss control, benefit administration, organizational development and training, workers' compensation, investigations and/or other related functions; ensures program compliance by conforming with applicable policies and procedures, laws, rules and regulations.

Supervises and participates in various studies and audits; gathers, tabulates and analyzes information; makes recommendations based on findings; and develops and updates various policies and procedures, documents, specifications, and work plans.

Serves as a professional advisor in assigned area of responsibility and functions as a liaison between the Personnel Department and other City Departments and outside agencies.

Supervises and participates in the preparation of the Salary and Position Authorization Resolutions, and amendments thereto as required during the fiscal year.

Supervises and participates in the development, administration and analysis of job-related selection procedures to ensure fair employment practices; analysis of examination results; and develops, evaluates and validates selection instruments.

Supervises the processing of employment records, medical and health records, job applications, examination records, new employee processing, and related documents.

Participates in the administration of the City's Workers' Compensation and Unemployment Insurance programs.

Writes, reviews and oversees a variety of contracts and agreements; ensures compliance within established parameters.

Supervises and participates in the administration of various programs; administers various loss control activities.

Plans, organizes, and coordinates the City's benefits programs in accordance with City and government rules, regulations, and standards.

Participates in investigations, disciplinary appeals and grievances to include, interpretation and analysis of information; drafts and prepares recommendations based on findings.

Analyzes, interprets and explains various policies, procedures, and regulations for City employees, representatives of employee organizations and the public.

Participates in labor negotiations and related activities by assisting and providing information.

May serve as the City representative in unemployment, disciplinary, grievance and other appeals, and may participate in fact-finding proceedings, and Civil Service Board meetings.

Follows records retention schedule to develop and implement automated record keeping systems and processes and responds to subpoenas for records.

Establishes and revises information processing procedures and controls for Human Resources records systems and provides training and guidance for personnel assigned to operate the systems.

Coordinates, develops, and implements training programs in a variety of areas; evaluates effectiveness of training and development programs and uses relevant evaluation data to revise or recommend changes in instructional objectives and methods.

Utilizes a variety of automated human resources information systems; prepares reports, correspondence, and a variety of written materials.

Leads and participates in meetings, committees, and other related groups.

May provide supervision to assigned professional and clerical staff.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Principles and practices of recruitment and examination, position classification, job analysis, compensation administration, and test construction, analysis and evaluation.

Principles and practices of collecting, compiling and comparing data.

Applicable federal, state and local laws, regulations and legislation, including major court decisions, pertaining to assigned area of responsibility.

The California State Labor Code relative to workers' compensation and industrial safety.

Principles and practices of the collective bargaining process.

Conflict resolution and mediation techniques.

Training principles, methodology, and adult learning theories in order to design and implement training programs.

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

Business English, grammar and spelling.

Statistical and mathematical principles and practices.

Research methods.

Skill/Ability to:

Provide direction to professional and clerical staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement sound recommendations for their solution and in support of goal.

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

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

Make clear and persuasive oral presentations.

Operate and demonstrate the use of audio-visual equipment and software for training purpose.

Develop and maintain effective working relationships with those contacted in the performance of assigned duties.

Conduct negotiations; prepare and manage contracts.

Prepare and perform advanced statistical and mathematical calculations;

Manage multiple priorities simultaneously, and complete projects independently;

Establish and maintain accurate records and files in a complex filing system;

Work in a changing environment; and

Maintain confidentiality.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:
Possession of a bachelor's degree from an accredited college or university in Public Administration, Business Administration, Personnel Management, Industrial Relations, or closely related field.

Experience:
Three (3) years of progressively responsible professional personnel experience or two (2) years of experience as a Human Resources Analyst or Risk Analyst with the City of Fresno. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two (2) years.

Special Requirements

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

Depending upon assignment may be required to obtain and maintain a State of California Department of Justice (Penal Code section 11102.1) background clearance to become a certified fingerprint roller and become a Custodian of Record (Penal Code section 11102.2(b)) within six (6) months of hire.

Recruitment 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. Loss Control and Insurance
4. Labor Relations
5. Benefit Administration
6. Organizational Development & Training
7. Workers' Compensation
8. Budget/Position Management
9. Investigations
10. Records and Employee Data Management

APPROVED: _____(*Signature on File*)_____   DATE: 1/11/2023
                Interim Director of Personnel Services

AG:JC:jl:10/18/02
Revised:7/23/2021
Revised: TJM:vp 1/11/2023