CLASS SPECIFICATION
Human Resources Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of responsible professional, technical and analytical activities in support of the City's human resource management programs in assigned areas of functional responsibility; and performs related duties as assigned.

NOTE: This is a deep classification as provided in the HR Administrative Rules, 8.5 – Classification: Deep Classification Series, and incumbents may be reclassified in accordance with that Rule.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst is the entry-level class in the professional human resource management series. Initially, incumbents perform professional assignments in one or more human resource program areas while learning City policies and procedures and specific techniques and legal requirements related to the City's human resource management programs. As experience is gained, duties are performed with a significant degree of independence under general supervision. Incumbents are expected to carry out their responsibilities with initiative and creativity, exercising sound professional judgement and problem-solving skills.

Human Resources Analyst is distinguished from Senior Human Resources Analyst in that incumbents in the latter class may provide lead direction and perform more difficult work requiring broader professional knowledge gained through continuing professional development and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, develops, implements and evaluates employee recruitment and selection activities; develops and conducts outreach recruitment programs and presentations to obtain qualified candidates; develops advertisements and other recruitment materials; develops and administers job-related selection procedures, including but not limited to written and performance tests, interviews and assessment techniques; identifies, develops and maintains relationships with educational institutions; researches trends in recruitment; identifies, recommends and implements strategies to improve recruitment processes; ensures that all phases of recruitment and selection comply with applicable

federal, state and local laws, regulations and guidelines; participates in the development of City-wide testing requirements.

2. Assists with the recruitment and hiring of bureau employees; conducts background and reference checks; makes hiring recommendations; makes job offers to successful candidates; responds to applicant and candidate questions and concerns; generates notices to hiring candidates.

3. Assists with administering City equal employment opportunity, affirmative action and Americans with Disabilities Act policies and programs; investigates the less difficult discrimination and other employee complaints; prepares a variety of reports related to equal employment opportunity, affirmative action and the Americans with Disabilities Act; generates and compiles statistical reports.

4. Assists in conducting position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends the classification of new or modified positions; conducts surveys and studies regarding compensation and other human resource management issues; provides classification, compensation and benefits information to other organizations.

5. Interprets and explains policies, procedures and regulations to City management, staff and the public in assigned areas of responsibility.

6. Provides administrative support to bureau management in areas of assigned responsibility; arranges for computers and computer moves for department staff; assists in the resolution of staff disciplinary issues; prepares various reports for bureau management; rates requests for proposals and contracts.

OTHER DUTIES

1. Coordinates FMLA, OFLA, catastrophic leave, medical layoffs and disability cases for a bureau.

2. Develops and coordinates bureau-wide training on various human resources subjects.

3. Performs a variety of special research and analysis projects.

4. Represents the bureau at various meetings, committees and activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, EEO/affirmative action, classification and job analysis/evaluation, compensation administration, employee relations, employee development and performance planning and appraisal.

2. Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices.

3. Principles and practices of public administration, including maintenance of public records.

4. Research methods and data analysis techniques.

5. Principles and practices of effective business communication.

6. Operation of standard business computer software.

7. City human resources policies and labor contract provisions.

Ability to:

1. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

2. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

3. Exercise independent judgment and initiative within established guidelines.

4. Present recommendations clearly and logically.

5. Represent the City effectively in dealings with employees and employee organization representative on a variety of human resources issues.

6. Communicate effectively orally and in writing.

7. Prepare clear, concise, accurate and persuasive reports, correspondence and other written materials.

8. Maintain confidential and sensitive information.

9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.

10. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, employee and community organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least one year of responsible human resource management experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0610 HUMAN RESOURCES ANALYST Adopted: 08-19-75; Revised: 02-25-91, 07-01-92, 05-12-94, 05-06-99

June 2009 - Change Job Class number from 7252 to 30000521, due to system change.