CLASS SPECIFICATION
Human Resources Cost Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs complex, highly technical and advanced financial, budgetary, statistical and management analyses for the Bureau of Human Resources related to the City's health benefit plans and labor union contracts; prepares, analyzes, and presents financial plans for the City's health plan cost estimates used in the City's five year financial forecasts; determines the budgetary impacts of proposals considered during the City's labor negotiations; makes sound professional recommendations and presents findings to the Bureau Director, Labor-Management Benefits Committee (LMBC), Mayor, City Council, and others; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Human Resources Cost is a single incumbent classification that independently performs advanced research and analyses associated with the City's health care rates and health funds; the incumbent also performs research, cost analysis and forecasting for labor negotiation proposals and presents financial reports and analyses to bureau management, LMBC, Mayor, City Council and others. Work requires an advanced understanding of budgetary, forecasting, financial analysis principles, methods and techniques, the exercise of professional judgment in selecting appropriate analytical methods and latitude in developing proposals and recommendations. Incumbent responds to deadlines and priorities from the Benefits Manager, Labor Relations Manager, Human Resources Director, Mayor and/or Council.

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. Performs difficult and complex financial research and analysis related to the City's health benefit plan's budgeting and financial reporting activities; makes recommendations for the City's health plans cost estimates for use in the City's five year financial forecasts; reviews health fund revenue projections for accuracy; conducts analyses to identify issues and opportunities; develops recommendations .

2. Prepares the budget for and monitors the two health funds throughout the fiscal year; prepares financial statements and financial status reports on the health fund's revenues and expenses; works with financial planning, payroll and accounting to ensure appropriate and necessary fiscal reports, account codes, tracking and reconciliation are accurate and in place; makes recommendations for rate development and adjustments.

Conducts complex cost analyses and forecasting related to the budgetary impact of various proposals considered during the City's labor negotiations with various bargaining units; calculates budgetary impact using a variety of financial assumptions, forecasting models, rate adjustments, rate structures, and cost-benefit analysis.

3. Creates, develops and gives presentations describing the results of studies and analysis; testifies and presents cost analyses during formal hearings; presents complex, detailed information in a variety of formats to ensure the information is presented clearly to a variety of audiences including the Human Resources Director, bureau management, LMBC, Mayor, City Council and others; researches and answers financial and budget inquiries submitted by the Human Resources Director, bureau management, LMBC, Mayor and the City Council.

4. Coordinates research and analytic efforts requiring considerable and frequent contact with internal and external resources including the health fund actuary and consultants, financial planning, accounting, payroll, benefits administration, labor relations and others.

5. Builds and maintains databases or spreadsheets of financial, economic, financial market and other data and uses specialized software to generate forecasts of financial, rate and revenue impacts; creates financial models; performs complex financial analyses and statistical computations for rate studies, develops and analyzes benchmarking and performance management tools.

6. Prepares periodic and ad-hoc financial statements and financial status reports on the health funds' revenues and expenses and provides in-depth analysis of financial conditions and future trends; makes recommendations and rate adjustments based on findings.

7. Identifies problems, determines analytical techniques and statistical and information gathering processes and obtains necessary information and data for analysis.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of financial analysis and forecasting, including statistical modeling techniques
2. Principles, practices and methods of health care cost trend analysis, municipal budget development and management.
3. Budgetary impact of labor negotiation proposals.
4. City financial and budget policies, practices and procedures.
5. Principles, practices and methods of administrative, organizational, economic and accounting analysis.
6. Principles and practices of public administration, and maintenance of public records.

7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Principles and practices of sound business communication.
9. Basic principles, tools and techniques of project planning and management.
10. Uses and operations of computers and standard business and financial planning software including Excel, Word, PowerPoint, Access, Crystal reports, SAP, Oracle and Brass.

Ability to:

1. Perform complex analyses of financial, budgetary, operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret a wide range of complex data, either in statistical or narrative form.
3. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies and budget policies and procedures to other bureau and City staff.
4. Prepare clear, concise and comprehensive financial reports, correspondence and other documents involving technical, budgetary and financial data in a manner appropriate to the audience.
5. Create and deliver professional presentations and explain conclusions and recommendations clearly, logically and persuasively.
6. Prepare and develop annual and long-term budgets
7. Maintain files, records and documentation.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public 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 public or business administration, economics, finance or a related field; and at least four years of progressively responsible governmental budgeting or finance experience; or an equivalent combination of training and experience.

Licenses, Certificates and Special Requirements:

A valid state driver’s license may be required.

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: 11-05-08
June 2009 - Change Job Class number from 7296 to 30001055, due to system change.