

**CLASS SPECIFICATION**  
**Senior Human Resources Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the City's human resource management programs in assigned areas of functional responsibility and/or on human resource service teams assigned to support specified bureaus; 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**

A Senior Human Resources Analyst performs complex professional work in one or more assigned functional areas of human resource management responsibility. Incumbents provide professional advice and counsel to City managers, supervisors and employees and perform their responsibilities with a significant degree of independence and application of professional experience and judgment. A Senior Human Resources Analyst may provide lead supervision to other professional and support staff.

Senior Human Resources Analyst is distinguished from Human Resources Analyst in that an incumbent in the former class may provide lead direction and performs more difficult work requiring broader professional knowledge and experience.

Senior Human Resources Analyst is distinguished from Human Resources Coordinator in that the latter is expected to exercise greater independence and provide on-the-spot decision-making with bureau managers and supervisors on difficult and sensitive issues.

**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. Designs and implements employee recruitment and selection strategies, processes and programs; participates in outreach recruitment programs to obtain qualified candidates; drafts job announcements, 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; prepares examination study materials and proctors examinations; coordinates assessment center activities; schedules and conducts interviews of potential candidates; offers

positions to candidates; fields and resolves candidate questions, complaints and appeals; researches and recommends changes to recruitment processes to streamline recruitment and selection processes; monitors effectiveness of various recruitment approaches; monitors effectiveness, quality and bureau satisfaction with newly hired employees; evaluates recruitment and selection processes for bureau positions that are chronically understaffed.

2. Ensures bureau compliance of all phases of recruitment and selection with applicable federal, state and local laws, regulations and guidelines and that bureau management adheres to established policies and procedures; develops training programs and conducts City-wide training classes on hiring processes for bureau managers, supervisors and the public; develops training brochures, lesson plans and presentations for training classes.
3. Reviews and investigates employee complaints of discriminatory practices based on Human Resources Administrative Rules. Conducts interviews in response to charges of discrimination based on membership in a protected class; reviews, summarizes and evaluates relevant information in investigative reports. Conducts research on cases for the City Attorney's Office to support the defense of claims and litigation. Compiles and maintains procedures, templates, and information for tracking investigations; prepares monthly reports.
4. Advises managers and supervisors on employee relations and discipline processes to ensure compliance with rules, policies and procedures; researches and develops recommendations regarding employee relations procedures, issues and cases; drafts proposed and final letters of discipline; assists in the resolution of disputes through a variety of resolution vehicles; advises managers and supervisors on discipline, positive employee relations practices and other related personnel issues; schedules, coordinates and conducts discipline hearings.
5. Conducts position classification and compensation studies; audits and prepares new or modified job analysis documents, class specifications and class concepts; recommends the classification of new or modified positions, classes and class series; designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure changes based on studies and analyses.
6. Assists with coordination of the Affirmative Action Program and serves as bureau AA/EEO representative; analyzes adverse impact of examinations; determines ways to reduce or eliminate adverse effect; develops recruitment strategies to attract female and minority candidates; prepares annual affirmative action compliance strategy documents that provide direction to bureau staff on recruitment and selection activities, goal preparation and monitoring results; researches, prepares and publishes bureau affirmative action compliance strategies and evaluates their effectiveness by tracking bureau affirmative action efforts.
7. Interprets policies, procedures, regulations and labor contract provisions for managers, staff and the public; provides guidance and assistance to bureau management and employees on a wide variety of human resources issues and concerns; responds to requests for various human resource and benefit

information; provides career counseling to City employees; informs employees of career development and promotional and educational opportunities.

8. Conducts new employee orientations; assists in organizing bureau workshops and meetings; researches and reports on staffing levels and activity; prepares performance evaluation training manuals; prepares, processes, evaluates and tracks employee training plans; develops, modifies and tracks job share and part-time agreements.
9. Assists in the development of strategies for meeting bureau challenges; assesses and recommends plans to meet bureau short and long-term strategic needs; reviews organizational structure and job designs and identifies potential issues; assists managers in the development of work plans; advises managers on the impact of changing job assignments, restructuring work units, the use of temporary staff and options for vacancies; develops policies and practices for implementing changes in legislation and case law; evaluates and streamlines bureau policies and procedures.

#### **OTHER DUTIES**

1. Administers the bureau leave of absence program, including FMLA and OFLA; determines eligibility and processes leave of absence applications and requests; composes written correspondence and verbal communication on rules, guidelines and policies; monitors and tracks statistical data on various aspects of the leave of absence program.
2. Assists with organizing assessment centers for bureau employee promotional opportunities; schedules testing and obtains testing materials and facilities; evaluates the effectiveness of promotional processes using written testing and assessment center methods and researches alternative methods.
3. Plans, coordinates, develops and administers the City Injured Worker Program; provides information on the City's return to work policy; assists employees with worker's compensation claims; works with City and bureau staff to locate positions for returning employees.
4. Plans, coordinates and develops program activities for the on-line, multi-jurisdiction clerical testing consortium program; coordinates test development between multiple local government jurisdictions; recommends and implements changes in test documents, structure and program goals; establishes, implements and monitors program standards.
5. Participates on the management bargaining team in labor negotiations; interprets the provisions of labor contracts.
6. Oversees processing and maintenance of human resources related documents; instructs staff on completing accident and incident reports and prepares OSHA reports.
7. Conducts a variety of special projects, as directed.
8. Acts as the City-wide layoff coordinator.

9. May provide lead work direction and guidance to other professional or support staff.
10. Serves on City and bureau human resource related committees, including work improvement teams.

## **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. Principles and practices of employee and labor relations, including negotiation and contract administration practices.
3. Administrative principles and methods, including goal setting, program development and implementation.
4. Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices.
5. Principles and practices of public administration, including reporting and maintenance of public records.
6. Research methods and data analysis techniques.
7. Trends in human resource program development.
8. City functions and operations and associated human resource management issues.
9. Principles and practices of effective business communication.
10. Operation of standard business computer software.
11. City human resources policies and labor contract provisions.
12. Principles and practices of effective supervision.

### **Ability to:**

1. Conduct investigations into employee complaints of potential discriminatory actions.
2. Design, implement and utilize data gathering and reporting procedures.

3. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
4. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
5. Exercise independent judgement and initiative within established guidelines.
6. Present proposals and recommendations clearly and logically.
7. Represent the City effectively in dealings with employees and employee organization representative on a variety of human resources issues.
8. Communicate effectively orally and in writing.
9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
10. Maintain confidential and sensitive information.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
12. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, employee organizations, community organizations, compliance review agencies 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 three years of progressively 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.

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**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):

0612 SENIOR HUMAN RESOURCES ANALYST. Adopted: 04-16-74; Revised: 08-01-91, 07-01-92, 05-06-99, 01-01-00

June 2009 - Change Job Class number from 7253 to 30000522, due to system change.

June 2017 – Add verbiage on conducting investigations.