City of Portland

CLASS SPECIFICATION

HUMAN RESOURCES ANALYST III

[*CLASS CODE*]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager in the Bureau of Human Resources (BHR). Under minimal supervision, performs a variety of difficult, complex, and professional Human Resources (HR) duties in area of HR specialization, such as classification and compensation, employee benefits, recruitment and selection, training, or labor relations.

Responsibilities include: serving as professional expert in area of specialization; ensuring consistent application of program-specific standards and policies on a Citywide basis; responding to internal and external HR-related inquiries; providing professional assistance in the management of HR functions; serving as lead on large projects and studies; conducting research and data analyses; interpreting and advising management on the application of laws, rules, policies, and collective bargaining agreements; gathering facts, analyzing issues, evaluating options, and recommending actions.

DISTINGUISHING CHARACTERISTICS

HR Analyst III is the highest of three classifications in the HR Analyst series.

HR Analyst III is distinguished from HR Analyst II in that the former exercises considerable discretion in independently performing full-scope professional duties with advanced knowledge of a single HR discipline and provides guidance to Bureau/Office staff and the latter performs professional and technical HR duties under general supervision.

HR Analyst III is distinguished from HR Generalist in that the former performs professional HR services in area of specialization and the latter provides generalist HR services to assigned Bureaus/Offices and provides recommendations independently on complex and sensitive HR issues.

HR Analyst III is distinguished from the Analyst series in that the former performs specialized HR duties, including classification and compensation, employee benefits, recruitment and selection, training, and labor relations.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Act as Citywide resource and expert on area of HR specialization.
2. Research, develop, and recommend new policies, procedures, programs, and activities in area of HR specialization.
3. Review and analyze new and proposed federal, state, and local legislation; advise management on the administrative and fiscal impacts of new and proposed legislation; ensure programs in area of HR specialization are compliant with legal mandates; develop and recommend revisions to Citywide HR policies and the HR Administrative Rules to ensure compliance.
4. Advise and guide other HR staff in area of HR specialization and throughout the City.

5. Provide policy interpretation, analysis, guidance, and technical advice on complex, controversial, and/or confidential HR issues.
6. Respond to inquiries from and provide advice and counsel to managers, supervisors, employees, retirees, and applicants; interpret and apply HR policies and procedures, laws, regulations, collective bargaining agreements, and benefit plan provisions.
7. Conduct research; use statistics to analyze data; use data to answer questions or recommend changes to a program, policy, or system; gather, compile, and analyze raw data; conduct surveys, analyze results, and provide recommendations.
8. Work with management and staff to identify and resolve HR issues.
9. Plan, conduct, and implement short- and long-term projects and studies.
10. Develop and maintain HR-related data in information systems, databases, records, and files.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Lead, coordinate, and evaluate the development and implementation of recruitment and selection strategies and activities; provide training and guidance on test, recruitment, and selection methodologies; research and legally respond to appeals of recruitment and selection processes.
2. Provide training, interpretation, advice, and assistance related to collective bargaining agreements; serve as Chief Negotiator in contract negotiations; develop and draft bargaining proposals; analyze union bargaining proposals; represent the City in formal hearings and grievances; negotiate and settle grievances and bargaining agreement issues.
3. Develop, implement, and maintain the City's classification and compensation programs; review Bureau/Office practices for consistency and conformity to policies and standards; provide project leadership and participate in large classification and compensation studies; recommend compensation changes to City Council and implement study results; review, analyze, and respond to classification appeals.
4. Monitor, analyze, and ensure employee benefit plan compliance with federal and state laws, regulations, mandates, benefit plan documents, and bargaining agreements; evaluate, audit, and manage benefit system processes; plan, develop, organize, and direct annual benefit open enrollment process; prepare and test benefit systems for annual changes to benefits; interpret and evaluate complex benefit and claims issues; administer specialized employee benefit programs.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by a Manager. This classification has considerable discretion in carrying out duties.

This classification may supervise or lead the work of other staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Broad knowledge of federal, state, and local laws, regulations, and court decisions applicable to area of HR specialization.
2. Thorough knowledge of and ability to apply principles, practices, and techniques of public HR administration in area of HR specialization, such as classification and compensation, employee benefits, recruitment and selection, training, and labor relations.
3. Ability to learn and apply City HR policies and labor contract provisions.
4. Ability to exercise independent judgment and initiative within established guidelines.
5. Ability to exercise discretion and confidentially handle information, records, and issues.
6. Ability to utilize City-specific technology and general office software.

7. Ability to analyze and identify employee, administrative, operational, and organizational issues; evaluate alternatives and reach sound, logical, and fact-based conclusions; develop sound and persuasive recommendations.
8. Ability to collect, evaluate, and interpret data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, and reviews.
9. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; ability to prepare clear, concise, and comprehensive reports, correspondence, and documents.
10. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. May require the ability to supervise, evaluate, and provide guidance to other staff.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

> **Education/Training**: Bachelor's degree from an accredited college or university in HR management, business administration, public administration, or a related field;
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> AND
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> **Experience**: Six (6) years of professional and responsible experience in area of HR specialization.

Special Requirements and/or Qualifications:

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

Preferred Qualifications:

Experience working for a public agency providing HR services in area of specialization.

Minimum Salary: xxxxx per [pay period, month, annual]
Maximum Salary: yyyyy per [pay period, month, annual]
Bargaining Unit: Non-represented
FLSA Status: Exempt
HISTORY
Revision Dates: