

CLASS SPECIFICATION
HUMAN RESOURCES ANALYST I

PAY GRADE: 56

CLASS CODE: 30003063

EFFECTIVE: December 13, 2018

CLASSIFICATION SUMMARY

Reports to a Manager in the Bureau of Human Resources (BHR). Under routine supervision, performs a variety of paraprofessional, technical, and administrative Human Resources (HR) duties in a specialized technical area of HR, such as classification and compensation, employee benefits, recruitment, training, or labor relations.

Responsibilities include: responding to internal and external HR-related inquiries; providing administrative, technical, and professional assistance in the area of HR specialization; conducting research and data analyses; identifying and assisting in resolving HR issues; assisting in the implementation of HR services, programs, or processes; recording, updating, and maintaining the accuracy of data within HR information systems.

DISTINGUISHING CHARACTERISTICS

HR Analyst I is the first of three classifications in the HR Analyst series.

HR Analyst I is distinguished from HR Analyst II in that the former performs routine, paraprofessional, and administrative duties following established guidelines and procedures under routine supervision and the latter has discretion to make decisions affecting employees and performs complex work requiring professional-level subject matter knowledge.

HR Analyst I 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. Respond to inquiries from and provide advice and counsel managers, supervisors, employees, retirees, and applicants; interpret and apply HR policies and procedures, collective bargaining agreements, and benefit plan provisions.
2. Provide professional, administrative, or technical assistance in the administration of HR functions; participate on committees to provide input and recommendations.
3. Gather, compile, and analyze raw data from a variety of sources; transform data into reports for technical and non-technical audiences; use statistics to analyze data to answer specific questions or provide information for potential changes; conduct surveys and analyze results.
4. Work with management and staff to identify and resolve HR issues; may assist in resolving performance management and/or labor relations issues.

5. Work with management and staff to implement services, programs, or processes within area of HR specialization.
6. Maintain HR-related data in information systems, databases, records, and files by providing accurate data entry and file management; ensure proper completion of HR forms and records.

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. Perform operational and technical analyses of AA data and statistics.
2. Act as note taker for labor contract negotiations; respond to union grievances and union leave requests.
3. Determine eligibility for employee and retiree benefits; facilitate new hire benefit orientation; assist in annual benefit open enrollment processes; assist separating employees with benefit changes; ensure accuracy of online benefit systems.
4. Review and respond to recruitment and selection requests; conduct, coordinate, and participate in outreach programs and activities; provide administrative and technical assistance in all aspects of recruitment and selection.
5. Assist with development of training; coordinate Bureau/Office training logistics; deliver training sessions; identify outside providers of training and facilitate delivery of training.
6. Research, analyze, and recommend classification changes; review and participate in external classification and compensation surveys; provide training, interpretation, and assistance related to classification and compensation practices, procedures, and policies.

SUPERVISION RECEIVED AND EXERCISED

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

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of federal, state, and local laws, regulations, and court decisions applicable to area of HR specialization.
2. Knowledge of principles, practices, and techniques of public HR administration in area of HR specialization, such as classification and compensation, employee benefits, recruitment and selection, testing and selection, training, and labor relations.
3. Knowledge of and ability to apply City HR policies and labor contract provisions.
4. Knowledge of and ability to apply research methods and data analysis techniques.
5. Ability to exercise independent judgment and initiative within established guidelines.
6. Ability to exercise discretion and confidentially handle information, records, and issues.
7. Ability to utilize City-specific technology and general office software.
8. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; ability to prepare clear, concise, and comprehensive reports, correspondence, and documents.
9. 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.
10. 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.

MINIMUM QUALIFICATIONS REQUIRED

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

Education/Training: Course work from an accredited college or university in HR management, business administration, public administration, or a related field;

AND

Experience: One (1) year of professional and responsible HR experience.

Special Requirements and/or Qualifications:

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

Preferred Qualifications:

Bachelor's degree from an accredited college or university with major course work in HR management, business or public administration, or a related field.

Experience working for a public agency providing HR services.

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: