

**CLASS SPECIFICATION**  
**HUMAN RESOURCES ANALYST II**

**PAY GRADE: 57**

**CLASS CODE: 30003064**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Manager in the Bureau of Human Resources (BHR). Under general supervision, performs a variety of professional and technical 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: responding to internal and external HR-related inquiries; providing professional assistance in area of HR specialization; 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 II is the second of three and the journey-level classification in the HR Analyst series.

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

HR Analyst II is distinguished from HR Analyst III in that the former performs professional and technical HR duties under general supervision and the latter 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.

HR Analyst II 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 to managers, supervisors, employees, retirees, and applicants; interpret and apply HR policies and procedures, laws, regulations, collective bargaining agreements, and benefit plan provisions.
2. Provide professional assistance in the administration of HR functions; develop and recommend program revisions and procedural changes; participate on and facilitate committees to provide input and recommendations.
3. Conduct research by determining appropriate methodology; 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, analyze results, and provide recommendations.

4. Work with management and staff to identify and resolve HR issues; assist in resolving performance management and labor relations issues.
5. Participate in the planning and implementation of short- and long-term projects and studies.
6. 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. Investigate, document, and report on charges of discrimination.
2. Implement recruitment and selection strategies; provide professional guidance, advice, and assistance on recruitment and selection; research and legally respond to appeals of recruitment processes.
1. Provide training, interpretation, advice, and assistance related to collective bargaining agreements; serve as Second Chair or note taker in contract negotiations; research and draft bargaining proposals; respond to union grievances; negotiate and settle bargaining agreement issues.
2. Determine the classification of new and modified positions; conduct internal and external compensation analyses, and recommend compensation changes to City Council; create new and revise classification specifications; conduct and participate in classification and compensation studies.
3. Prepare benefit plan documents; participate in new hire benefit orientation and annual benefit open enrollment processes; consult with separating employees regarding benefit changes and options; prepare employee benefit reports; ensure accuracy of online benefit systems.
4. Develop and deliver classroom and web-based training; conduct training gap analysis and needs assessments; coordinate Bureau/Office training logistics; administer Citywide Learning Management System; identify outside providers of training and facilitate delivery of training; analyze training effectiveness and make recommendations to improve training and outcomes.

### **SUPERVISION RECEIVED AND EXERCISED**

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

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Broad 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.
2. Knowledge of federal, state, and local laws, regulations, and court decisions applicable to area of HR specialization.
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 identify and analyze 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.

### **MINIMUM QUALIFICATIONS REQUIRED**

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

**Education/Training:** Associate's degree from an accredited college or university in HR management, business administration, public administration, or a related field;

AND

**Experience:** Four (4) 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:**

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

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

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: