



SENIOR HUMAN RESOURCES ANALYST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general direction, performs a wide variety of advanced journey-level professional, administrative, analytical, and coordination duties in support of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, staff development, classification, job evaluation, benefits, and compensation; to oversee and coordinate assigned administrative processes, procedures, and programs; and to provide highly responsible and complex staff assistance to the Human Resources Director.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Human Resources Analyst series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex activities related to employee and labor relations, recruitment and selection, job analysis and classification, compensation, benefits administration, performance evaluation and employee training and development. Incumbents also provide lead direction and supervision to clerical, technical, and professional staff. This class is distinguished from the Human Resources Director in that the latter is responsible for the overall management and administration of the Human Resources department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Human Resources Director. Exercises technical and functional supervision over assigned professional and administrative support staff.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the daily functions, operations, and activities of one or more human resources programs, including recruitment and selection, job analysis and classification, compensation, benefits administration and leaves of absence, performance evaluation, employee training and development, background investigations, and employee relations; participates in labor relations activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned human resources functions and programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Oversees Workers' Compensation program administration; provides recommendations on actions, potential outcomes, settlements, and litigation.
- Initiates and conducts the interactive process with injured workers and makes recommendations regarding reasonable accommodations.

- Oversees investigations and facilitates resolution of employee relation issues.
- Facilitates and participates in the grievance process; attends grievance hearings; represents management at arbitration hearings as necessary; serves as a witness.
- Monitors leave of absence programs ensuring legal compliance; reviews and analyzes family and medical leave applications; makes recommendations and develops employer response; interprets human resources policies and procedures with regards to benefits and paid and unpaid time-off options for employees; educates employees and managers on policy and legal compliance regarding leaves of absence.
- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background investigative policies and procedures and oversees and conducts background investigations; ensures equal employment opportunity for all candidates.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and alters existing classification specifications as appropriate; conducts compensation studies for new and existing positions, determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation strategies and programs, and classification plans; responds to external compensation surveys.
- Provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of labor relations contracts, memoranda of understanding, policies, procedures, and contracts application and the administering of grievances; reviews performance evaluations for consistency and makes recommendations; works closely with management on issues that require resolution or contract clarification; interprets and explains provisions of the various labor agreements, employee relations issues, and memoranda of understanding.
- Assists the Human Resources Director with labor contract negotiations as directed; assists in the negotiations process by providing information for the Chief Negotiator; prepares labor relations documents and contract language; may represent the City in meetings with bargaining units; responds to union information requests.
- Conducts a variety of organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Participates in the development and implementation of procedures to ensure compliance with applicable Federal and State laws and regulations.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, attending meetings, and serving on various task forces and committees, as assigned.
- Performs other duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis

and classification; compensation analysis and administration, new employee orientation, benefit analysis and administration, and employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record-keeping principles and procedures.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster a positive, courteous, and effective working relationship with those contacted in the course of work.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, human resources management, or a related field.

Experience:

Five years of increasingly responsible experience in human resources administration or a related field.

SPECIAL REQUIREMENTS:

Ability and mobility to operate modern office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 20 pounds, files, and other materials; and travel to different sites. Ability to operate a motor vehicle safely.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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UNREPRESENTED
EXEMPT
ESTABLISHED: JUNE 2023