



Human Resources Analyst

Department/Division:	Administration
Reports To:	Human Resources Manager
Provides Direction To:	Not applicable
Date Prepared:	June 9, 2022

GENERAL PURPOSE

Under general supervision, organizes and conducts analyses and participates in a wide range of human resources and risk management professional and technical functions such as talent acquisition and selection, classification and compensation, benefits administration, employee relations, and Workers' Compensation and safety administration; assists departmental supervision, management and employees with related questions and services; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Analyzes staffing needs and job requirements, reviews employment requisitions, and determines external and internal sourcing opportunities for regular and part-time positions, either directly or working with departmental representatives.
2. Screens and evaluates candidate qualifications for external hires, internal transfers, and promotional actions and uses applicant tracking systems such as NeoGov; coordinates testing, interviews, rater panels, and other City background reference and medical checks and prepares offer letters; ensures completion of hiring checklists and employee orientations.
3. Researches, compiles, and analyzes information from various sources on a variety of specialized human resources topics; prepares comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and makes and justifies recommendations.
4. Conducts job analysis given new positions, reclassification requests, and other actions; writes and updates class specifications; conducts salary survey comparisons and job evaluation factors to establish appropriate pay grades.
5. Administers and communicates City's benefit plan, networks, and service plans through employee engagement activities and working directly with employees, management, brokers, and network and service providers; researches and resolves service issues and

administers and reconciles open enrollment changes.

6. Confers with supervisor and employees regarding the interpretation of personnel practices, policies, and procedures utilizing judgment, tact and confidentiality; tracks status of performance appraisals and assists departmental personnel with the preparation and review of evaluations.
7. Provides analytical assistance to the Human Resources Manager with risk management functions, including Workers' Compensation, Unemployment Insurance and Safety program administration; assists departmental representatives with incident reports; plans, coordinates, and monitors status of departmental safety activities.
8. Coordinates personnel action and payroll changes with City departments as well as Administration personnel; monitors timely completion of employee performance evaluations and merit step advancements.
9. Works with employees and departmental management to identify training programs and resources; and assists in the daily administration of the City's educational reimbursement plan.
10. Compiles and analyzes data and makes recommendations regarding Human Resources programs and systems, procedures and methods of operations.
11. Ensures the compliance of City rules and regulations with applicable local, state, and federal regulations; participates in the completion of EEO reports, annual safety reports, industry surveys, and general HR research to meet departmental and City needs.
12. Participates in relevant professional development activities and maintains awareness of changes in the HR and risk management administration fields.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal and state laws, rules, and regulations relating to fair employment practices; principles and practices of human resources management and local government risk management; principles and practices of employee selection, classification and compensation, benefits, and employee relations; research and reporting methods, techniques, and procedures; sources of information related to a broad range of human resources programs, services and functions; modern office practices, methods, and computer equipment; principles and procedures of financial, statistical, and administrative record keeping; and safe driving principles and practices.

Skills to:

Operate modern office equipment including computer equipment; utilize basic computer software packages such as, but not limited to, word processing, spreadsheet, database, and presentation software; utilize specialized computer software packages including financial management, personnel, and risk management; perform complex data and project analysis

related to human resources functions; and operate a motor vehicle safely.

Ability to:

Communicate effectively both orally and in writing; understand and apply laws, regulations, policies, rules and procedures; compile statistical data; prepare reports; maintain confidential records and files; establish and maintain cooperative working relationships; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of human resources goals; research, analyze, and evaluate human resources programs, policies, and procedures; prepare clear and concise correspondence and reports; independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative; plan, organize, and carry out assignments from management staff with minimal supervision and direction; conduct research on a wide variety of human resources and administrative topics; interpret and apply administrative and human resources policies and procedures.

Experience /Training/ Education:

Any combination of experience and education that could likely provide the desired knowledge and abilities. A typical way of obtaining the knowledge and abilities would be:

Education: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in human resources management, public administration, or related field.

Experience: Three years of progressively responsible public sector human resources experience involving professional and technical level duties in areas such as: recruitment, selection, testing, classification, compensation, benefits, employee relations, and human resources policy interpretation and administration. Risk Management experience is desirable.

Licenses and Certificates:

Human resources certification or coursework sponsored through the Society For Human Resources Management (SHRM) or the International Personnel Management Association, such as a PHR or IPMA-CP, and/or related designation is highly desirable.

Valid Class C California driver’s license, acceptable driving record, and proof of insurance in compliance with the City’s Vehicle Insurance Policy standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, employees, and others encountered in the course of work.

WORK ENVIRONMENT

Employees work under typical office conditions and the noise level is usually moderately quiet. The position may periodically require visiting other worksites, which include but are not limited to, the municipal yard, parks and recreation facilities, and other training sites.