



Human Resources Analyst

Definition

To perform professional human resources tasks including recruitment and selection, position classification, compensation, benefit administration, risk management, occupational health and safety programs and training; to provide information and assistance within scope of responsibility to the general public, City staff and retirees; and perform related work as required.

Supervision Received and Exercised

Receives general supervision from management staff.

Typical Job Functions

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.

Perform the full range of recruitment and selection duties, including application screening; job announcement preparation, scheduling examinations and interview appointments, candidate sourcing, applicant tracking, preparing and processing written, performance and oral board materials, and other selection methods used.

Coordinate and assist in developing City-wide training programs.

Coordinate City's Workers' Compensation program, including maintaining logs and records, filing and/or monitoring appropriate claim forms, compiling and monitoring various statistics, and maintaining liaison with medical providers regarding treatment and medical status.

Interpret and apply rules, MOU's, policies and procedures.

Counsel and advise employees, supervisors, department heads and the public on matters related to employment, promotion, retirement, benefits, classification, compensation, and accident reporting and claim procedures.

Assist in the negotiation process and in other labor relations functions.

Coordinate City's liability program by routing and filing claims and personal injury and auto accident reports to appropriate insurance carriers; establish and maintain appropriate logs and records, and follow up as required with affected parties.

Conduct classification and salary studies, including the development or revision of class specifications.

Initiate recommendations to improve and facilitate departmental programs and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

Qualifications

Knowledge of:

Principles and practices of human resources and risk management, including recruitment, benefits, job analysis, compensation, safety, and industrial injury and liability claims.

Modern office procedures, methods, and computer equipment.

Arithmetic and basic mathematical calculations, including percentages and decimals.

English usage, spelling, punctuation and grammar.

Computer software including word-processing, spreadsheet, and database applications, as well as an HRIS system.

Ability to:

Intermittently, review documents related to division operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain applicable City and division policies and procedures; explain operations and problem solve human resource issues to the public and with the staff.

On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment; stand, bend, squat, kneel or twist while using/clearing copy equipment or retrieving/returning files; write and use keyboard to communicate through written means and enter/retrieve data from computer; and lift or carry weight of 10 pounds or less.

Read, interpret, and apply pertinent rules, regulations, standards, and procedures.

Organize, prioritize, and coordinate work activities.

Use initiative and sound independent judgment within scope of responsibility.

Maintain confidentiality.

Make arithmetic calculations with speed and accuracy.

Work with various cultural and ethnic groups in a tactful and effective manner.

Obtain information through questioning; work with interruption; effectively handle multiple assignments; and deal firmly and courteously with the public.

Analyze situations quickly and objectively and determine proper course of action.

Use a computer, calculator, typewriter, telephone, facsimile machine, and photocopy machine.

Establish and maintain effective working relationships with those contacted in the course of the work.

Communicate clearly and concisely, both orally and in writing.

Education and Experience

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Human Resources, Public or Business Administration, or a related field.

Two years of responsible professional human resource administration experience involved in personnel selection, classification, risk management, employee development, and labor relations assignments. Experience with a public sector agency is preferred.

Licenses and Certifications

May need to possess a valid California driver's license as required by the position.

FLSA: Exempt
Est. 9/2000