



Human Resources Analyst / Senior Human Resources Analyst

CLASS CODE 1091 (Human Resources Analyst) | 1092 (Senior Human Resources Analyst)

BARGAINING UNIT: Unrepresented

ESTABLISHED DATE: April 2025

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Description

Under direction, performs professional level human resources services in areas of recruitment and selection, classification, compensation, employee and labor relations, disability and leave management, benefits administration, risk management or other human resources activity; advises departments on human resources matters and exercises central management oversight in human resources policy matters; handles special assignments requiring complex research and analysis and provides technical assistance and task or project-based direction to lower level Human Resources staff; performs other related work as required.

CLASS CHARACTERISTICS

Human Resources Analyst is the entry level in this Analyst series. Initially under close supervision, incumbents learn to perform human resources professional activities in assigned areas. As experience is gained, assignments become more diversified and are performed under more general supervision. This class is flexibly staffed with Senior Human Resources Analyst and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meets the qualifications of the higher-level class.

Senior Human Resources Analyst is the advanced journey level in this professional series, fully competent to independently perform complex professional assignments within general policy and procedural guidelines, acting as the class specialist and subject matter expert on various human resources activities and program areas. Responsibilities require the use of independent judgment, the application of analytical processes and the evaluation of alternative courses of action, and providing technical supervision and lead direction to administrative and paraprofessional staff within the department

Examples of Duties

The duties listed below are illustrative only. They are not meant to be a full and exhaustive list of all of the duties and responsibilities of this classification.

- Plans, leads, and oversees a variety of human resources activities associated with benefits administration, recruitment and selection, employee relations, performance management and employee discipline, training and organizational development, classification and pay, and other human resources activities.
- Develop, coordinate, and administer the examination process, including conducting job analyses, designing, and developing job related selection procedures. exercises. Perform statistical analysis of examination results.
- Interpret, understand, and apply Administrative Instructions, Memoranda of Understanding, Municipal Code, Personnel Rules, Federal, State, and local laws, and reference materials related to recruitment, testing, and classification, employees, supervisors, and managers to clarify content and inform and/or advise the requesting party. Provide information concerning personnel policies, procedures, wage rates and provisions of labor contracts to employees, and the public.

- Conduct research into operational problems; prepare reports and analyses and make recommendations; confer with Human Resources staff and other City representatives to resolve issues.
- Conduct classification studies including job analysis, job audits and salary surveys; review position description questionnaires and make recommendations based on analysis of results.
- Review and recommend classification revisions and creation of new classification with departmental representatives and meet and confer with employee organizations as required to keep the classification plan current.
- Respond to internal and external compensation and classification survey requests; prepare amendments to the Classification and Compensation Plan.
- Conduct research on contract and bargaining matters for labor negotiations, including surveying prevailing wages, benefits and working conditions, and analyzing labor proposals, assists in negotiation strategy and language development
- Provide classification expertise in the conduct of labor negotiations.
- Independently writes, updates, and reviews administrative procedures, prepares correspondence, and implements procedures and programs. ⑦ Evaluates activities and operations of assigned responsibilities, recommending improvements and modifications; prepares reports on activities and operations.
- Oversees, plans, participates in, and evaluates specials projects requiring interdepartmental coordination.
- Develop, modify, evaluate, and conduct training programs for City employees, including conflict resolution, sexual harassment, interpersonal communications, and other specialized mandated and user specific programs.
- Coordinate, develop and disseminate training schedule and calendar. ⑦ May assign, direct, and evaluate the work of administrative and paraprofessional staff.

Minimum Qualifications

Any combination of education and experience as follows:

Human Resources Analyst: Equivalent to graduation from a four-year college or university with a major in human resources administration, business or public administration, psychology or a related field and two (2) years of increasingly responsible experience in a human resources technician position or above. Experience in technical human resources work may be substituted for the education on a year for year basis.

Senior Human Resources Analyst:

Equivalent to graduation from a four-year college or university with a major in human resources administration, business or public administration, psychology or a related field and four (4) years of increasingly responsible experience in a human resources technician position or above. Experience in technical human resources work may be substituted for the education on a year for year basis.

(Note: Professional Human Resources experience is defined as performing duties that require analysis, interpretation, independence of judgment, and application of principles, practices, and regulations.)

Supplemental Information

KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of public human resources administration; principles and practices, rules and regulations and laws governing recruitment and selection, compensation and benefits administration and workers compensation; principles and practices of a municipal government; standard office practices and procedures; City rules and

regulations and Memoranda of Understanding applicable to wages and benefits; record keeping, report preparation and filing methods; effective methods of communication both verbal and written.

Ability to perform professional level human resources analytical staff work in assigned areas of responsibility; Interpret, apply and explain applicable laws, ordinances, memoranda of understanding, and policies and procedures; Collect, analyze, interpret and evaluate a variety of data; Prepare clear and concise reports, correspondence, and work products related to the assignment; Use initiative and sound independent judgment within established procedural guidelines; Communicate effectively, including making presentations to individuals and groups; Assign and review the work of staff and/or volunteers on a project basis; Establish and maintain effective working relationships of those interacted with in the course of the work, including City officials and managers, employee representatives, representatives of other governmental agencies, employees, and the public.