



SENIOR HUMAN RESOURCES ANALYST

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position performs a variety of difficult and complex professional and analytical duties in support of the City's Human Resources and Risk Management programs.

Classification Characteristics:

The Senior Human Resources Analyst is an advanced professional level position that receives general direction and exercises direct supervision over lower level staff.

Essential Functions:

- Provide technical expertise for and direct a centralized human resource function in the areas of recruitment, selection, employment, classification, compensation, employee and labor relations, equal employment, diversity, training, workers' compensation, benefits, and other human resource/labor relations functions.
- Administer regulations, programs and contracts associated with Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO), Memoranda of Understanding (MOU), Consolidated Omnibus Budget Reconciliation Act (COBRA), Cafeteria benefit plan, deferred compensation, retirement, Workers' Compensation, Unemployment Insurance (UI), and other associated programs.
- Research, analyze and make recommendations regarding personnel policies and practices; review proposed and new legislation and regulations and make recommendations for compliance.
- Participate in labor contract negotiations with employee bargaining units; analyze data and participate in developing negotiating strategies.
- Respond to employees and employee organizations to discuss and resolve grievances and problems as required.
- Review and analyze management and employee requests for classification and pay changes, conduct studies and classification analysis, write job descriptions, and make recommendations.
- Plan and coordinate training and development programs for City staff.
- Plan, coordinate, and conduct recruitment activities for City job classes and develop job-related examinations. Prepare advertising, determine media placement, schedule and administer testing programs.
- Administer employee benefit plans and programs such as retirement, health, dental, vision, short-term and long-term disability, life, and elective coverage plans; collaborate and liaison with broker and providers; oversee annual City-wide open enrollment; explain program provisions, procedures, and eligibility requirements.

- Make public presentations before a variety of audiences including City employees and the City Council, attend meetings, and provide testimony related to human resources and labor issues.
- Supervise, train and evaluate assigned staff.

Qualifications:

Knowledge of:

- Principles and practices used in public human resources management including job analysis, recruitment and selection, classification, compensation, employee and labor relations, complaint investigations, compensation and employee benefits.
- Performance planning and appraisal.
- Negotiating techniques and costing.
- Modern trends in human resource program development.
- Principles of organizational and administrative research, analysis and methodology.
- Management and organizational analysis and design.
- Modern office procedures and methods; methods and techniques for record keeping and report preparation; and proper English, spelling, and grammar.
- Federal, State and local laws, regulations and standards pertaining to equal employment opportunity, fair labor standards, affirmative action, labor relations, employee benefits, Workers' Compensation, and safety.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures and work standards.
- Analyze situations, exercise sound judgment and initiative within established guidelines; evaluate alternatives and make appropriate, creative recommendations.
- Exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations.
- Interpret City rules, policies and procedures and applicable local state and federal legislation.
- Prepare clear, complete, and technically accurate reports correspondence, analytical studies and other written materials using standard office and computer equipment.
- Collect and analyze data, develop recommendations based on findings, and reach sound and defensible conclusions.
- Work effectively with various governmental agencies, private firms, and the general public.
- Communicate clearly and concisely, both orally and in writing; speak before groups, organizations, regulatory bodies and professional meetings, respond constructively to conflict and develop effective resolutions.
- Supervise, train, and evaluate staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, other agencies and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of increasingly responsible professional experience supporting a public human resources program including one year of supervisory experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in human resources, labor relations, business administration, public administration or a closely related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires reaching, twisting, grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for written reports and work related documents. The need to lift and carry files and documents weighing up to 25 pounds is required.