



SENIOR HUMAN RESOURCES ANALYST

AGENCY/DEPARTMENT:

City-wide Administration/Human Resources

Approved By HR Director: *Gordon Johnson*

Date Approved: *10/11/02*

Date of Last Revision:

BRJ

Reports to: Human Resources Director

Supervises: Human Resources Technician, Office Assistant

Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, performs a variety of professional functions related to the development and administration of human resources programs and services; analyzes and administers recruitment, selection, classification, compensation, benefits, training, human resources information systems, performance evaluation, employee relations, and related employee activities; prepares reports, supervises technical and clerical staff; and performs other related work as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Meet with departmental representatives to review personnel needs and concerns; discuss position requirements and employee development goals.
2. Administer recruitment and selection actions, and independently coordinate or conduct oral interviews for new and vacant positions.
3. Analyze positions and prepare or update class specifications; make recommendations regarding position and classification assignments.
4. Design and complete compensation and benefits surveys; update salary resolutions and related documents given changes.
5. Administer human resources programs related to ADA, FMLA, and retirement.
6. Evaluate human resources information system needs and identify appropriate applications to meet the needs of various departments; create and determine best uses of databases for various research projects; making use of automation to most effectively enhance customer service.
7. Assist in developing personnel policies and procedures and interpreting guidelines to applicants, managers, supervisors and designated personnel.
8. Investigate employee grievances and create remedies that are consistent with City policies, contract requirements and human resources practices; maintain effective employee relations programs.
9. Research and prepare statistics related to equal employment opportunity programs, analyses related to labor relations and the collective bargaining process.
10. Conduct complex investigations of sensitive human resources issues including grievances, disciplinary actions and related matters; assisting supervisors and managers in their resolutions.
11. Coordinate City-wide training programs and related projects with outside vendors and consultants; conduct training of city staff on human resources related topics.
12. Supervise clerical and technical staff.
13. Conduct classification and compensation studies.
14. Administer the AQMD program.
15. Assist the Human Resources Director with a variety of administrative studies and analyses.

MINIMUM QUALIFICATIONS:

EDUCATION: Equivalent to a Bachelor's degree in Human Resources Management, Public Administration, or a related field.

EXPERIENCE: Four years of professional and/or technical experience in a variety of areas related to human resources administration or personnel management.

KNOWLEDGE OF:

- Principles, practices and concepts of human resources administration.
- Federal, state and local laws, regulations and ordinances related to equal opportunity and fair employment practices.
- Recruitment, selection, training and development, classification, compensation, human resources information systems, performance evaluation, labor relations and employee relations practices.
- Basic principles of supervision.

ABILITY TO:

- Work in various versions of MS Windows proficiently using MS Word, Excel, Outlook and Explorer.
- Plan, organize, schedule, research and complete assigned projects.
- Administer designated human resources programs.
- Assign, train, coordinate, supervise and evaluate the work of technical and clerical staff.
- Analyze technical and administrative problems, evaluate alternatives, and make sound recommendations.
- Prepare and present management reports.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, public, and other department representatives.

LICENSE: Valid Class C CA drivers license and an acceptable driving record at the time of appointment and throughout employment in this classification.

CERTIFICATION: None

PHYSICAL REQUIREMENTS - Ability to:

- *Stand and walk 50% - 75% of each day; lift up to 35 lbs. frequently and up to 55 lbs. occasionally; bend frequently; squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions occasionally; bend and push/pull frequently.*
- *Make fine, highly controlled muscular movements to adjust the position of a control mechanism.*
- *Sit for long periods of time.*
- *Work an average of 8 to 10 hours per day.*

FLSA Exemption Status: Exempt

Employee Unit: Association of Ontario Management Employees

Job Family: Human Resources

Career Progression: Human Resources Technician
Senior Human Resources Analyst
Human Resources Director