



CLASSIFICATION SPECIFICATION HUMAN RESOURCES ANALYST

JOB SUMMARY:

Under general supervision of the Director of Human Resources/Risk Management, the Human Resources Analyst performs a variety of professional, administrative, and analytical duties in support of the Human Resources Department; plans and organizes the centralized activities of risk management; provides highly responsible and complex support to the Director; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Human Resources Analyst provides assistance and coordination for a variety of human resources areas such as classification, compensation, risk management, and employee relations. This class differs from the Human Resources Specialist due to the complexity of assignments and level of understanding of human resources theories and principles.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Manages the City's claims program; coordinates claims administration with third-party administrators and attorneys; assists with coordinating the interactive process for reasonable accommodation to comply with American Disability Act (ADA) and Fair Employment Housing Act (FEHA) guidelines; and responds to Occupational Safety and Health Administration (OSHA) violations and maintains reporting requirements.
- Manages the City's insurance programs; prepares the annual Underwriters Report; reviews and approves certificates of insurance and related documents for special events, contracts, and others doing business in, and on behalf of, the City; and protects the City's financial interest by determining which City structures, vehicles, property, equipment, and other assets are to be insured.
- Counsels employees on workers' compensation and industrial disability retirement (IDR) benefits; prepares disability determination letters to CalPERS; and calculates and ensures Advanced Disability Payments are processed in a timely manner.
- Participates in the Citywide Safety Committee; administers the City's LossCAP program; manages the Injury and Illness Prevention Program (IIPP) for the City; and coordinates loss control, safety programs, and policies in conjunction with department representatives.
- Supports the Director with investigations and disciplinary matters including drafting notices and coordinating meetings with appropriate staff.
- Conducts comprehensive salary and benefit surveys; conducts job evaluation, classification, and class specification development; provides support with contract negotiations; and

researches and collects relevant data pertaining to local and/or regional collective bargaining agreements.

- Prepares and presents reports to the City Council, City Manager, and various boards, committees, and citizen groups; serves as a liaison to employees, the public, community groups, and other organizations on human resources topics; provides information and assistance regarding human resources programs and services; receives and responds to complaints and questions relating to human resources; and reviews problems and makes recommended actions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of human resources administration, risk management, federal and state laws, and rules and regulations relating to employment practices; methods and techniques of data collection, research, and report preparation; and organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to human resources.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative, and correctly interpret and apply human resources policies, procedures, laws, and regulations.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; and maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in human resources, public administration, business administration, or a closely related field.
- Three years of increasingly responsible technical, analytical, and administrative experience in a human resources department.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: March 6, 2019