



Human Resources Analyst I/II

Summary

Perform analytical work in human resources program areas, including recruitment, examination and selection, classification, employee relations, salary and benefits administration, training, workers' compensation, and workplace safety.

Class Characteristics

General supervision is provided by the Director of Human Resources; responsibilities may include the indirect supervision of technical and/or support staff.

Human Resources Analyst I

This is the entry-level class of the Human Resources Analyst series. The incumbent provides technical and professional human resources services to departments. This class is distinguished from the Human Resources Analyst II in that the latter works independently on assignments with a greater level of difficulty and or complexity and has a working knowledge of rules, policies, procedures, and work practices of the City. Since this class is the entry level professional in the series, employees may have only limited directly related work experience. Employees work under general supervision while learning job tasks. This class is alternately staffed with the Human Resources Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications for the higher level class.

Human Resources Analyst II

This is the journey-level class of the Human Resources Analyst series. Incumbents provide a full range of human resources services to departments. Incumbents are expected to work independently and exercise considerable judgment and initiative in the performance of their duties. Incumbents will have the primary responsibility to oversee the recruitment and examination program. This class is distinguished from the Human Resources Specialist in that the Analyst works independently on assignments with a greater level of difficulty, complexity, and responsibility.

Essential Duties, Skills, and Demands of the Position

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

Duties:

Plan, coordinate, and conduct the City's recruitment and examination activities.

Conduct various studies, surveys, and analyses and make recommendations.

Develop and revise class specifications.

Assist and participate in employee relations activities, including negotiations.

Provide human resources support, services, and information to employees, supervisors, managers, and the public in a variety of areas related to human resources.

Interpret, apply, and explain labor contracts, policies, procedures, rules, regulations, and case law.

Investigate complaints and prepare written reports.

Prepare and process agenda items for the City Council.

Oversee and administer the City's performance evaluation appraisal system.

Determine training needs; identify training resources; develop, coordinate, and schedule training programs.

Perform related duties as assigned.

Skills/Abilities:

Organize, prioritize, plan, and implement work assignments.

Gather, analyze, and research data; identify issues with multiple variables and formulate conclusions; write reports and make recommendations.

Develop and evaluate selection and examination methods.

Analyze, interpret, and explain labor contracts, policies, procedures, rules, regulations, and case law.

Prepare and write reports, recommendations, policies, letters, labor contracts, and correspondence.

Continuously improve upon work procedures, practices, and methods.

Identify potential issues and formulate and recommend conclusions and solutions.

Work well under pressure and with competing demands and meet deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Principles and practices of public human resources administration.

Federal, state, and local laws and regulations related to human resources administration.

Analytical concepts and methods.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Human Resources Analyst I/II

Education:

A Bachelor's degree with major course work in public administration, business administration, human resources, or a related field.

Human Resources Analyst II

Experience:

Two years of professional human resources administration experience similar to a Human Resources Analyst I with the City of Petaluma.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Additional Requirements:

Must be available to work outside normal working hours when necessary.

Established: 11/05/07

Resolution #: 2007-186 N.C.S.; 2021-123 N.C.S.

Revised: 08/02/21

Department: Human Resources

FLSA Status: Non-exempt