Senior Human Resources Analyst

Summary

Perform advance journey-level professional human resources work of difficult and complex nature in the areas of recruitment, examination and selection, classification, employee relations, salary and benefits administration, training, workers' compensation, and workplace safety.

Class Characteristics

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

This is the advanced journey-level class of the Human Resources Analyst series. Incumbents in this class will have considerable latitude for independent judgment and action providing the full range of human resources services to departments.

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:

Consult with and provide direction to management and supervisory personnel in a variety of areas related to human resources.

Participate in employee relations activities, including negotiations; recommend appropriate courses of action to be taken under the direction of the Human Resources Director.

Conduct classification studies of a complex nature; analyze duties and recommend appropriate classification; prepare summary report of findings and recommendations.

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

Arrange or conduct supervisory and management training related to human resources management; coordinate various compliance training for City staff.

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

Investigate both formal and informal complaints; make findings and recommendations.

Prepare administrative policies, labor contracts, written reports with recommendations, correspondence, memoranda, and agenda items.

Respond to inquiries and information requests from City staff, outside agencies, and the public.

Serve as project and technical lead for various projects, assignments, and contracts; coordinate consultant activities as necessary.

Participate in budget preparation and administration; analyze and prepare cost estimates for budget recommendations; assist in monitoring and controlling expenditures.

Perform related duties as assigned.

Skills/Abilities:
Understand, interpret, and apply appropriate provisions of applicable laws, ordinances, regulations, memoranda of understanding, and operating procedures.

Conduct complex classification and compensation studies.

Apply analytical skills and evaluate data sufficient to arrive at and explain logical conclusions; apply problems solving skills and identify alternative solutions.

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

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:
Considerable working knowledge of the principles and practices of public human resources administration.

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

Analytical concepts and methods.

Principles and practices of customer service.

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:

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

Experience:

Three years of human resources administration experience, including two years of experience in public human resources management.

Certifications/Licenses:
Possession of a valid California Class C driver's license.

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

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