



Human Resources Analyst II

Summary

Perform journey-level 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 Human Resources Manager; responsibilities may include the indirect supervision of support staff.

This class is the journey-level classification in the professional Human Resources series. The incumbent provides a full range of human resources services to departments. The Human Resources Analyst II is expected to work independently and to exercise considerable judgment and initiative in the performance of his/her duties. 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. Incumbent will have the primary responsibility to oversee the recruitment and examination program.

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 and 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.

Proficiently use word processing, spreadsheet, and data base software programs.

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

Continuously improve upon work procedures, practices, and methods.

Identify potential issues, formulate and recommend conclusions and solutions.

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

Communicate effectively both verbally 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 and state laws and regulations related to human resources administration.

Analytical concepts and methods.

Education and Experience

Any combination equivalent to education and experience is 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 in public and business administration, human resources, or a related field.

Experience:

One year of human resources administration experience to demonstrate possession of the knowledge and abilities listed above. Experience in the public sector is highly desirable. Normally, at least one year of professional experience as a Human Resources Analyst I would provide such opportunity.

Certifications/Licenses:

Possession of a valid California driver's license.

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

Established: 11/05/07

Resolution #: 2007-186 N.C.S.

Department: Administrative Services

FLSA Status: Non-exempt