

**City of San Rafael
Job Class Specification**

Principal Human Resources Analyst

SUMMARY:

To perform highly complex and analytical, professional level work in the implementation of the Human Resources functions in the areas of labor and employee relations, workers compensation, risk management, recruitment and retention, classification, compensation, training, and benefits administration; manage and direct Human Resources employee(s) and perform related work as directed.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Human Resources Director. May supervise professional, technical and/or support staff assigned to the department.

CLASS CHARACTERISTICS:

This single position class will maintain full responsibility in Employee and Labor Relations, Risk Management, Workers Compensation and Benefits Administration functions. This class is distinguished from the Human Resources Director in that the latter has the overall management responsibility for all personnel services, activities and functions. It is distinguished from the Management Analyst series, in that the Principal Human Resources Analyst will be responsible for the most complex work in the division and may supervise other Human Resources professionals.

EXAMPLES OF RESPONSIBILITIES AND DUTIES responsibilities and duties may include, but are not limited to the following:

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department; assists in administering the department's budget.
- Plans, organizes, administers, reviews and evaluates the activities of professional and technical support staff.
- Responsible for managing the City's employee relations and labor negotiations functions, including contract negotiations and meet and confer sessions, grievance responses, and working with department on employee discipline and performance coaching.
- Oversees and manages the Risk Management and Workers Compensation programs for the City.
- Confers with City employees regarding personnel, employee relations, or related activities or problems and may assist the Director in conferring with supervisors and managers on the same matters, as required.
- Prepare complex written reports and make presentations to the City Council as required.
- Develops and delivers training and interprets City policies and procedures to employees.
- Directs and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations.
- Helps in preparing the department's annual operating budget; monitors expenditures to ensure that the department operates within the allocated budget.
- Periodically reviews and evaluates established recruitment and selection procedures and recommends and implements changes when required.
- Manages and directs the City's employee benefits program including leave management programs; negotiates with insurance carriers on rates and coverage; works with insurance

brokers to obtain the best rates and coverage for a variety of products; monitors industry trends and recommends strategies to the Human Resources Director dealing with cost and quality.

- May be required to conduct investigations into discrimination complaints and make recommendations for resolving complaints; coordinates City response to state and federal enforcement agencies when required.

KNOWLEDGE OF:

- Principles and practices of labor relations and employee relations in a labor represented organization.
- Laws, policies, contracts including MMBA, and MOU's governing the relationship between the City of San Rafael and its employees.
- The principles, practices and techniques of personnel assessment and employment testing including, but not limited to the Uniform Guidelines on Employee Selection Procedures; the Standards for Educational and Psychological Testing and other authorities.
- Principles, practices and technique of program analysis.
- Pertinent Federal, State and local laws, codes and regulations dealing with the employment process.
- The principles, practices and techniques of employment benefit management.
- The principles, practices and techniques of employee evaluation, performance management programs, and employee counseling.

ABILITY TO:

- Resolve complex personnel management issues in a constructive manner.
- Plan, direct and supervise the work of professional, technical and support staff; develop work plans and monitor job performance; conduct performance reviews.
- Prepare complex written reports in a clear and precise manner.
- Analyze data and develop appropriate conclusions.
- Make public presentations before the City Council and other authorities.
- Maintain cooperative and constructive relationships with the position's stakeholders.
- Negotiate agreements on behalf of the City of San Rafael
- Apply rules, regulations, labor agreements, state and federal laws to complex personnel management problems.
- Use a variety of computer applications to manage information.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the required knowledge, skills and abilities.

Possession of a bachelor's degree with major course work in business or public administration, industrial relations, human resources management or a closely related field and five years of professional experience in Human Resources required, including two years of increasingly responsible work in the areas of labor and employee relations and/or Workers Compensation. A Master's degree in Human Resources Management, Public Administration or a related field is preferred.

FLSA Status: Exempt
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