HUMAN RESOURCES ANALYST

DEFINITION

Under general supervision, performs duties in recruitment, classification, labor negotiations, benefits, and training and employee relations.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Recruits and retains human capital for City departments, reviews applications, determines applicant qualifications, schedules and administers testing; Calculates compensation adjustments including overpayments and underpayments; updates HR payroll system; creates, prepares and maintains records and reports relating to employee leaves and employment status; Maintains classification, compensation, benefits plan structure and employee recognition programs; prepares resolutions, salary ordinances and staff reports for Mayor and City Council review and adoption.

Communicates with other departments to ensure salary and benefit changes are implemented according to contract dates and/or time periods; assists in administering the compensation and benefits plan to employees; prepares calculations for payment to employees who participate in the compensation or benefits programs;

Responds to and completes salary survey request from other jurisdictions; reviews and analyzes reclassification and recommends job titles and salary changes; conducts new employee orientation and exit interviews. Prepares activity reports of the Human Resources Department; interacts and communicated with vendors to establish services for City employees;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing Human Resources and employee relations
Knowledge of personnel, employee relations, workers' compensation and benefit practices
Knowledge of personal computer hardware and software packages
Skilled in working with conflicting deadlines to complete projects
Skilled in assessing, analyzing, identifying and implementing solutions to complex problems
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining effective working relationships
Ability to effectively communicate verbally and in writing in English
Ability to perform essential duties with minimum supervision

QUALIFICATIONS

Bachelors degree in Human Resources Management, Business Administration, Public Administration or closely related field, **AND** two (2) years experience assisting with performing job analysis, test development, and other classification and compensation research and analysis in public sector human resources business environment. Must possess at the time of application and maintain a valid California Drivers License.