

HUMAN RESOURCES ANALYST I  
HUMAN RESOURCES ANALYST II

DEFINITION

To perform a variety of responsible and professional analytical duties in support of City human resources activities including classification and compensation, recruitment and selection, employee/labor relations, benefit administration and payroll; to provide advice to City departments on a wide variety of human resources topics; and to provide administrative assistance to the Human Resources Director.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I - This is the entry level class in the Human Resources Analyst series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks. The Human Resources Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Human Resources Analyst II - This is the journey level class in the Human Resources Analyst series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Human Resources Analyst I

Receives general supervision from assigned management or supervisory staff.

May exercise technical and functional supervision over technical and administrative support staff.

Human Resources Analyst II

Receives direction from assigned management or supervisory staff.

Exercises direct supervision of technical and administrative staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

## Human Resources Analyst I/II

-2-

Analyze, interpret, research and compile information for the revision and maintenance of the City's classification plan and allocation of positions; monitor and maintain allocation schedules and salary schedules.

Research and provide advice on organizational structure to improve the efficiency and effectiveness of City operations.

Supervise the design and implementation of recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive, research and respond to candidate appeals.

Interpret and explain policies, procedures, and regulations to City staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.

Supervise the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits including protective leave; administer the City's open enrollment process.

Supervise payroll input and leave activities, ensuring appropriate usage of leave hours in accordance with MOU's and Personnel Rules and Regulations.

Research and interpret MOU language, Personnel Rules and Regulations and labor law for City departments, employees, employee organizations, job applicants and the general public.

Prepare a variety of administrative and technical reports and correspondence including City Council communications.

Provide technical support in the maintenance, implementation and use of the City's HRIS system and performance evaluation system; analyze and develop forms and procedures associated with computer applications; maintain department intranet and internet pages.

Participate in and lead special projects; participate in the selection of consultants and vendors; review and approve the work of consultants and vendors.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Plan, prioritize, assign, supervise and evaluate the work of staff involved in the performance of technical human resources activities; recommend disciplinary actions when appropriate.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Assist with the development and maintenance of City policies and procedures; represent the department to outside professional organizations; participate on cross functional teams.

Complete internal and external compensation and benefit studies.

Support the Human Resources Director with employee /labor relations matters; assist in the collection and preparation of data used in negotiations; may participate in the collective bargaining process; handle the investigation and disposition of grievances. Advise on grievance processing and dealing with disciplinary matters; interpret provisions of the Memorandum of Understanding with managers and employee organizations; conduct meet and confer process; coordinate discipline process.

Recommend and participate in the implementation and improvement of policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

### MINIMUM QUALIFICATIONS

#### Human Resources Analyst I

##### Knowledge of:

General principles and practices of human resources administration and organization management.

Practices, methods and procedures utilized in recruitment and selection.

Pertinent federal, state, and local laws, codes and regulations.

Elementary statistics.

Modern office equipment and procedures including use of a variety of software applications.

English usage, spelling, grammar and punctuation.

##### Ability to:

Learn to perform a wide variety of human resources activities, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Collect, compile, analyze and summarize written and statistical information and data.

Prepare clear and concise technical and administrative reports.

Analyze situations carefully and adopt effective courses of action.

Use a personal computer and a variety of software applications.

Plan and organize workload.

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

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

##### Experience:

No professional experience is required.

AND

##### Training:

A Bachelor's degree from an accredited college or university in human resources, business administration, public administration, social sciences or a related field.

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

#### Human Resources Analyst II

In addition to requirements for the Human Resources Analyst I:

Knowledge of:

Principles and practices of recruitment, selection, classification, salary and benefit administration, EEO and employee relations within a public agency.

Advanced methods of statistical research and presentation.

Principles and practices of project management.

Principles and practices of supervision, training and performance evaluations.

Ability to:

Independently perform professional analytical work in support of human resources programs.

Identify, research and respond to questions from other City departments, outside agencies and the public.

Prepare and present technical reports.

Interpret and explain human resources programs and policies.

Collect, compile and analyze data and develop logical conclusions and sound recommendations.

Respond appropriately to difficult and sensitive matters.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of a Human Resources Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university in human resources, business administration, public administration, social sciences or a related field.

License or Certificate

Human Resources Analyst I/II

-6-

Possession of a valid California driver's license by date of appointment.

01-27-16

08-25-12

07-01-05      Human Resources Analyst I/II