SENIOR HUMAN RESOURCES ANALYST

DEFINITION

To plan, organize, review and supervise the work of assigned personnel engaged in City human resources activities including classification and compensation, recruitment and selection, labor relations, organizational development; benefit administration and payroll; to provide advice to City departments on a wide variety of human resources topics; and to provide administrative support to the Human Resources Director.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Human Resources Analyst series. Positions at this level are distinguished from other classes within the series by the greater level of responsibility assumed, complexity of duties assigned, independence of action taken and by the nature, scope and impact of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over assigned personnel and perform complex professional analytical work in support of internal and external customers.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Director.

Exercises direct supervision over lower level professional, technical, and clerical staff.

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

Plan, prioritize, and review the work of professional, technical, and clerical staff assigned to support daily operations of the department.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Provide direct supervision over professional, technical and clerical staff including assigning, directing, training and evaluating subordinate staff; perform evaluations and recommend discipline.

Plan, coordinate and/or conduct large and/or highly sensitive classification studies that may involve multiple job classes and/or cross departmental lines; recommends allocation of and salary schedules.

Plan, coordinate and/or conduct salary and total compensation surveys; tabulate and analyze salary survey data and make recommendations on compensation matters.

Oversee 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.

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

Provide professional and technical advice regarding MOU language, Personnel Rules and Regulations, policies, procedures, and labor law for City departments, employees, employee organizations, job applicants and the general public; respond to complaints and requests for information from employees, management, outside agencies and the public.

Perform the most difficult and complex work 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.

Support the Human Resources Director with employee relations matters to include handling investigations, disciplinary matters and labor relations duties; assist in the collection and preparation of data used in negotiations.

Prepare reports for in-house decision making and correspondence, including City Council communications; make oral presentations of findings and conclusions.

Coordinate, perform and/or lead special projects; participate in the selection of consultants and vendors; review and approve the work of consultants and vendors.

Build and maintain positive working relationships with co-workers, departments, other City employees and the public using principles of good customer service; represent the department to outside professional organizations.

Perform other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public sector human resources administration and organization management.

Principles and practices of establishing comparability, collecting and comparing salary data and benefit information, statistical sampling and analysis, and the structural, internal, and market influences affecting wage determinations.

Concepts, instructional methods, training aids and materials necessary for developing, implementing and evaluating training programs.

Test construction, analysis, and evaluation; methodology for determining reliability and validity of written, oral, and performance tests; interviewing practices, screening and examining techniques.

Socio-economic, language, and cultural barriers affecting minorities, women, and disadvantaged segments of the community.

Methods for developing and evaluating special employment programs.

Principles and practices of administering contracts with employee organizations, processing grievances, and dealing with disciplinary matters.

Principles of supervision.

Ability to:

Perform difficult and complex human resources work, 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.

Analyze systems, administrative and management practices and identify opportunities for improvement; analyze situations quickly and objectively, apply appropriate elements of decision-making and determine the proper course of action.

Understand, interpret and apply complex laws, regulations, policies, and procedures.

Exercise sound independent judgment and initiative.

Use information systems as a tool in the performance of human resources work.

Determine effective method of research; and compile data and present in form most likely to enhance understanding.

Prepare reports, statistical data, forms, questionnaires and surveys.

Secure cooperation of operating officials in accepting and carrying out sound human resources management practices.

Train and provide project direction and supervision to other professional, technical and clerical staff.

Speak and write effectively.

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

Function under challenging conditions and/or confrontational situations requiring instructing, persuading and motivating people.

Obtain and maintain eligibility to handle confidential materials, including medical, financial, and personnel records, including law enforcement and peace officer personnel records.

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.

Experience and Training

A typical way to obtain the knowledge and abilities would be:

Experience:

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

AND

Training:

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

License or Certificate

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

06-28-14