

## HUMAN RESOURCES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Performs administrative and professional work in a variety of areas of human resources management including classification, compensation, recruitment, examination, employee relations, safety, training, benefits, and workers compensation; performs surveys and studies and analyzes data; prepares reports and recommendations; maintains the City's personnel and recordkeeping systems and other documentation programs; serves as the subject matter expert on multiple subjects; performs related work as assigned.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans and conducts classification and organization studies; assists departments in determining the most effective organizational structure and staffing patterns using current classifications or developing new ones as appropriate.
2. Plans and conducts compensation and benefit surveys, analyzes and presents survey data and related recommendations; administers wage and salary rules, regulations, and approved pay schedules; responds to surveys from other agencies.
3. Designs compensation systems that support and reinforce the City's long range goals and objectives.
4. Performs a variety of investigations such as harassment, discrimination, and/or employee misconduct; prepares appropriate reports of findings.
5. Assists with labor relations work related to negotiations, contract (MOU) interpretation, and grievance administration; researches, develops, costs out and analyzes issues and proposals as part of the collective bargaining process; attends negotiations sessions; participates in strategy sessions.
6. Interprets City personnel rules, policies and procedures, and related regulations for supervisors and employees.
7. Assists Department Directors, managers and supervisors with employee relations issues, including discipline matters.
8. Assumes a lead role in the City's safety program.
9. Conducts desk audits and/or job analyses to determine duties and responsibilities of positions; develops classification specifications; recommends allocation of existing classes or proposes the establishment of new classes.

**CITY OF ANTIOCH**  
**HUMAN RESOURCES ANALYST (CONTINUED)**

10. Develops, conducts, and/or arranges for appropriate selection devices, including written, oral and performance examinations; reviews and screens employment applications; determines and recommends appropriate pass points; prepares oral interview materials; compiles scores and prepares employment lists.
11. Provides information and interpretations to various City departments, employees, employee organizations, other employers, the public, and applicants regarding human resources policies, procedures, practices, and decisions; escalates inquires to the Human Resources Director as appropriate.
12. Identifies organization-wide training needs and participates in developing effective responses to these needs; develops and implements training programs on a variety of personnel issues.
13. Prepares a variety of written documents including City Council staff reports, proposals, contracts, publications, correspondence, and analytical summaries.
14. May assist in the development of the department budget and expenditure monitoring.
15. Plans and performs a variety of administrative work related to the maintenance of employee benefits programs, including health, dental, retirement, long-term disability and employee assistance.
16. Implements and monitors human resource functions, activities and strategies to support the overall Human Resources Department's and City's goals, objectives and philosophy; assists in the development and implementation of department goals, objectives, policies and procedures.
17. Assists in the development of citywide personnel rules, administrative orders, policies and procedures; identifies opportunities for improvement in the current policies, procedures and systems; develops recommendations for changes recognizing the implications of recommendations; implements modifications to the programs, policies, and/or procedures as appropriate and as directed.
18. Maintains official and confidential City employee personnel records.
19. Processes workers' compensation claims; works with the third-party administrator regarding management of such claims.
20. Administers the City's deferred compensation plans.
21. Handles all aspects of pre-employment candidate processing; conducts new employee orientations and separating employee exit interviews.
22. May represent the Human Resources Department and the City to outside agencies and organizations.
23. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, elected officials, and the public.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Standard and accepted principles, practices and methods of public personnel administration including recruitment, selection, job analysis, classification and compensation systems, employee benefits, training and career development.
- Labor and employee relations in the public sector.
- Methods, techniques and practices of data collection and report writing.
- Public administration policies and procedures; structure and organization of public sector agencies.
- Standard and accepted principles, practices and methods of administrative and organizational analyses.
- Correct English usage, including spelling, grammar and punctuation.
- Applicable Federal and State laws, codes and regulations.
- Records management principles and practices.
- Standard office practices and procedures, including the use of standard office equipment and computer applications.

### **Ability to:**

- Interpret, apply and explain laws, regulations, policies, procedures and practices of Human Resources administration.
- Analyze Human Resources administration, operational and organizational problems, evaluate alternatives, and reach sound conclusions in an independent and effective manner, within procedural guidelines.
- Consult and communicate independently and effectively with management and staff.
- Conduct a variety of sensitive and complex studies and/or investigations.
- Prepare clear and concise administrative documents and reports.
- Communicate clearly and concisely both orally and in writing.
- Review personnel documents for completeness and accuracy.
- Plan effective recruitment, testing and selection practices.
- Maintain accurate and confidential personnel records.
- Organize and set priorities in order to meet deadlines
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **Education and Experience Guidelines**

### **Education/Training:**

A Bachelor's degree in public administration, business administration, human resources, psychology, or a related field.

### **Experience:**

At least three (3) years of progressively responsible human resources experience performing administrative, program/project management, and/or analytical functions, preferably in a public agency or other similar organization.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, with some travel to different sites; Must be able to attend off-hours meetings or events or work occasional overtime as required. May travel outside of the City.

**Physical:** Must possess mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; strength and stamina to lift, carry, push and/or pull up to 20 pounds; vision to read printed materials, and a computer screen; and hearing and speech to communicate in person and over the telephone to exchange information.

FLSA: Exempt

Established: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.