



JOB DESCRIPTION

Senior Human Resources Analyst

Date Prepared: March 2014

Class Code: 1415

SUMMARY: Under general supervision, performs professional, technical and analytical Human Resources (HR) duties in recruitment & selection, classification & compensation, labor relations, policy & procedures interpretation, and special projects.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Schedules, promotes and coordinates the City's training & development program; oversees training programs related to HR policies and procedures and organizational development issues; maintains training records, evaluates the training program and makes recommendations for changes; assures that training programs are results-oriented and return value to the organization.
- Oversees the recruitment and selection process; monitors hiring process to assure adherence to HR policies; coordinates interview process, including coordination with hiring managers, testing and selection process.
- Conducts organizational studies; researches personnel issues and regulations; conducts surveys of comparable organizations and analyzes results; collects financial, technical and administrative information and compiles data for project reports.
- Provides advice and consultation to internal and external customers on the interpretation and correct application of policies & procedures, staffing needs, and recommend effective courses of action; exercises the highest degree of confidentiality and professionalism.
- Assures compliance with Consolidated Omnibus Budget Reconciliation Act (COBRA) program regulations and oversees notifications for employee health insurance coverage.
- Monitors the City's compliance with all regulations and standards governing HR operations, programs, and activities.
- Assists in supervising HR staff, resolves schedule, workload and technical issues as needed; assists with department budget development and administration.
- Maintains the absolute confidentiality of work-related issues, personnel records and City information; assures compliance with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}.
- Participate and/or lead in the "meet and confer" process and serves as a member of the management negotiating team.
- Acts in the place of the Director during Director's absence or as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Human Resources, Business Administration, or related field; AND four year of professional Human Resources program and labor relations experience. Two of the required four years of experience must include supervisory responsibilities and at least one year of related public sector experience.

Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, rules, codes and regulations governing HR functions.
- Principles and practices of public sector personnel administration, personnel files and confidential records management, and effective customer service practices.
- Methods and techniques for training program delivery and development.
- Principles, practices and methods of compensation and wage structure research and analysis.
- Employee relations principles and practices.
- Principles of recruiting, training and organizational development.

Skill in:

- Recruiting applicants in accordance with established employment practices and methods.
- Assessing, analyzing, and identifying problems, and recommending effective solutions.
- Analyzing and interpreting HR procedures, policies, and methods.
- Conducting research, analyzing results and writing reports on HR programs and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.