

Class Title: Human Resources Analyst

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs and administers programs including recruitment and employment, employee relations, classification and compensation and disability management administration.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees recruitment and employment duties by developing recruitment strategies, developing job descriptions for vacant positions, screening and evaluating applicant qualifications, referring candidates for interviews, developing interview questions, participating in interview panels and career fairs, securing testing facilities, coordinating delivery and collection of test equipment, scheduling test and applicants, maintaining test records, reporting results and administering employment tests.
2	S	Oversees employee relations by overseeing and coordinating the processing of employee grievances and disciplinary actions, conducting investigative hearings, providing policy interpretations, consulting and coaching department management on issues, performing intervention sessions with support of organizational development, writing determinations of grieve-ability for city manager, conducting investigations, preparing reports, making recommendations, representing the city at local and regional hearings involving unemployment compensation claims and conducting third step disciplinary hearings.
3	S	Reviews classification and compensation by performing compensation reviews, analyzing audit data, conducting salary surveys, gathering, analyzing and interpreting salary data, preparing reports, presenting recommendations, conducting wage reviews and analysis, interpreting salary data and recommending alternative means to compensation.
4	S	Completes special projects and assignments with high degree of skill and expertise by developing customized training for personnel, identifying needed improvements in the City's Human Resource processes and assisting with the oversight of the bonus program.
5	S	Functions as a strategic business partner to assigned departments by serving as a consultant, designing and implementing recruitment strategies and performing reclassification requests as necessary.

CSC Adopted: May, 2012, CSC Revised: March 2015

Physical Strength Code		ESSENTIAL FUNCTIONS
6	S	Performs other duties by participating on special project teams, having the ability to serve as team facilitator, meeting with department leaders to discuss organizational strategies, developing and conducting presentations and training, co-administering random drug testing procedures for designated employees, where applicable, forwarding EEO reports to Federal EEOC, overseeing and supervising student internship job placement, generating and processing employment requisitions, providing career counseling, conducting position audits and preparing report of findings.

CSC Adopted: May, 2012, CSC Revised: March 2015

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One year experience in Human Resources; or an equivalent combination of education and experience.
Certifications and Other Requirements	SHRM-CP/SHRM-SCP, PHR/SPHR preferred.
Reading	Work requires the ability to read various reports, correspondence, policies and procedures, legislation, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, statistical analysis.
Writing	Work requires the ability to write correspondence, various reports, and employment advertisements.
Managerial	Managerial responsibilities include planning, directing and overseeing special projects.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents and requires problem solving ability.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: May, 2012, CSC Revised: March 2015

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, training, career fairs, employee relations, special team functions
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Test administration, inter-office, department visits, off-site visits
Lifting	O	Boxes, various equipment, files, documents, reports, supplies
Carrying	O	Boxes, various equipment, files, documents, reports, supplies
Pushing/Pulling	O	Storage boxes, testing equipment
Reaching	O	Boxes, various equipment, files, documents, reports, supplies
Handling	C	Storage boxes, audio/visual equipment, files, folders, documents, reports, office supplies, test equipment, career fair supplies and materials
Fine Dexterity	C	Computer keyboard, calculator, writing, use of test equipment
Kneeling	O	Conducting test process, access to file cabinet drawers, during employment site visits
Crouching	O	Conducting test process, access to file cabinet drawers, during employment site visits
Crawling	O	Conducting test process, access to file cabinet drawers, during employment site visits
Bending	O	Conducting test process, access to file cabinet drawers, during employment site visits
Twisting	O	Conducting test process, access to file cabinet drawers, during employment site visits
Climbing	R	Stairs
Balancing	R	Conducting test process, access to file cabinet drawers, during employment site visits
Vision	C	Computer, desk work, reading, conducting test processes, evaluating applicants, driving
Hearing	C	Telephone, staff, clients, meetings, presentations, special functions
Talking	C	Telephone, staff, clients
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, calculator, typewriter, telephone, VCR, camcorder, overhead projector, stop watch, clipboard, tape measure, tape recorder, variety of testing equipment, Standard Microsoft Windows and Office software, Internet/Intranet, PeopleSoft

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)