HUMAN RESOURCES ANALYST

DEFINITION
Under general supervision, performs duties in recruitment, classification, labor negotiations, benefits, and training and employee relations.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Recruits and retains human capital for City departments, reviews applications, determines applicant qualifications, schedules and administers pre-employment testing;
- Calculates compensation adjustments including overpayments and underpayments;
- Updates HR payroll system for payment to employees who participate in the compensation or benefits programs;
- Creates, prepares and maintains records and reports relating to employee leaves and employment status;
- Maintains classification, compensation, benefits plan structure and employee recognition programs;
- Prepares resolutions, salary ordinances and staff reports for Mayor and City Council review and adoption.
- Communicates with other departments to ensure salary and benefit changes are implemented according to contract dates and/or time periods;
- Explains and assists in administering the compensation and benefits plan to employees;
- Responds to and completes benefit and compensation survey requests from other jurisdictions;
- Reviews and analyzes reclassification and recommends job titles and salary changes;
- Conducts new employee orientation and exit interviews.
- Prepares activity reports of the Human Resources Department;
- Interacts and communicated with vendors to establish services for City employees;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledge of** applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing Human Resources and employee relations, personnel, employee relations, workers’ compensation and benefit practices;
- **Skilled in** working with conflicting deadlines to complete projects, killed in assessing, analyzing, identifying and implementing solutions to complex problems, providing and following oral and written instructions, and in establishing and maintaining effective working relationships
- **Ability to** effectively communicate verbally and in writing in English, perform essential duties with minimum supervision, and to effective in a diverse work environment.
- **Proficient in** the use of a personal computer and other electronic devices to include MS Office and other industry related software to perform essential job duties.

QUALIFICATIONS
Bachelor’s degree from a four year accredited college or university in Human Resources Management, Business Administration, Public Administration or closely related field, AND two years of progressively responsible experience assisting with performing job analysis, test development, and other classification and compensation research and analysis in public sector human resources business environment. Must possess at the time of application and maintain a valid California Drivers License.