SENIOR HUMAN RESOURCES ANALYST

DEFINITION
Under general direction, participates and supervises staff engaged in the development and implementation of personnel programs; advises other City departments on personnel issues.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. 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 personnel for City departments, reviews applications, determine applicant qualifications, schedules and administers testing;
- Administers employee benefits programs to include overseeing COBRA, LOAs, FMLA usage, to ensure compliance with federal state and agency policies and procedures;
- Investigates grievances, harassment complaints and illegal or inappropriate behavior in the workplace
- Reviews and advise management in determining disciplinary actions and assisting with creating disciplinary documentation for staff;
- Maintains classification, compensation, benefits plan structure and employee recognition programs;
- Preparing, presenting, and implementing studies and reports, resolutions, salary ordinances and staff reports for Mayor and City Council review and adoption;
- Interacts and communicates with vendors to establish services for City employees; Provides new employees with an explanation of benefits and consults with employees about eligibility and other issues;
- Research and analyze healthcare plans, including medical, dental, vision and disability insurance;
- Conducts and maintains position classification, compensation, and fringe benefits studies, benefits plan structure and other employee programs;
- Informs employees of changes to the benefits structure and resolve employee issues with insurance providers;
- Delegates, reviews and assists staff engaged in assigned projects as requested.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- **Knowledge of** applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing personnel and civil service, classification and benefit administration practices and principles, FLSA and Worker’s Compensation management.
- **Skilled in** communicating verbally and in writing in English with all levels of staff; perform essential duties with little to no immediate supervision; managing and resolving conflicts using civil service system; exercising confidentiality and common sense; assessing and prioritizing multiple tasks, projects and demands, working within deadlines to complete projects and assignments, providing and following oral and written instructions, and establishing and maintaining effective working relationships;
- **Ability to** professionally interact with all levels of staff, clients and others having business with the city, and to meet multiple and conflicting deadlines to accomplish department goals and mission; develop and enforce department policy and procedures; stay abreast of changing rules and regulations, and implement modifications promptly, and to perform duties with little or no immediate supervision.
- **Proficient in** the use of computer hardware and industry related software packages;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
This position is exempt from overtime and will be required to work hours beneficial to completing assignments. Work is performed in a business office environment. Must be able to lean, kneel, rise and twist to retrieve files from a standard file cabinet.

QUALIFICATIONS:
Bachelor’s degree from an accredited college or university in Management or closely related field, **AND** four (4) years of progressively responsible experience in benefits administration, position classification, compensation analysis, recruitment and selection, and labor and employee relations administration plus two years at Analyst level in a public agency Human Resources Department. Must have and maintain a valid California Driver’s License.