

**HUMAN RESOURCES ANALYST I / II**

**DEFINITION**

To perform a variety of routine-to-complex administrative, technical, analytical and professional work in the administration of the City's personnel system; to perform other general administrative assignments; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Administrator.

Exercises technical direction over clerical personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Assists the City Administrator with all human resource management functions, programs and special projects.

Prepares, recommends and monitors the human resources program budget.

Develops, evaluates, recommends and implements program goals, objectives, policies and procedures.

Plans and coordinates recruitment and selection programs; prepares and places position advertisements; accepts applications; coordinates and/or participates in pre-employment screening and testing.

Provides technical support to department heads with recruiting and employee management and performance issues; interprets personnel policies and procedures for managers, supervisors and staff.

Processes personnel actions related to employment, change of status and termination.

Coordinates and schedules orientation for new employees.

Maintains confidential personnel files and related records.

Coordinates and/or conducts supervisor and employee training in a variety of human resources areas as needed.

Provides career counseling to individuals and groups of employees.

Ensures the City's compliance with affirmative action, ADA, FLSA, OSHA and other regulations and guidelines.

Assists and/or participates in labor negotiations as assigned.

## CITY OF OROVILLE

Researches, analyzes and prepares reports on a variety of employee issues, including compensation, classification and benefits surveys and other projects as assigned.

Plans, evaluates and administers various employee benefit programs; assists in the administration of the City's liability and Worker's Compensation insurance programs.

Serves as a member of various City committees, including but not limited to the employee Safety Committee and Health Committee; coordinates employee health screenings and safety programs.

Coordinates human resources activities with those of other City departments, divisions and outside agencies as appropriate.

Keeps abreast of new trends, legislation and developments in government human resources administration.

Represents the City in various meetings with outside agencies as required.

Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheets and computer-generated reports, maintaining files, completing and processing forms, copying and filing documents, sending and receiving faxes, ordering supplies, processing mail, answering the telephone, etc.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

Modern principles and practices of public human resources management, including recruitment and selection, classification and compensation, labor relations, training, safety and health, benefits administration.

Types of selection devices and procedures for recruiting and examining job candidates.

Employee training techniques.

Organizational structure and services provided by City government.

Research and report preparation techniques related to a wide variety of human resources programs and projects.

Budget preparation and administration.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of business letter writing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Learn, understand, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.

Learn City operations, standards, policies and procedures related to administrative and personnel matters, and accurately interpret them to others.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Perform complex, professional human resources work with a minimum of supervision.

Identify critical issues related to human resources administration.

Independently design, develop and implement specialized human resources programs.

Develop, administer and analyze tests and/or selection devices for a variety of occupations.

Assist in the training and supervision of lower-level personnel.

Collect, organize, analyze and interpret narrative information and statistical data.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Employ creativity, objectivity and confidentiality in resolving problems and conflicts.

Conduct meetings, make presentations and facilitate communications in a clear, concise and positive manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Establish and maintain a variety of filing, record-keeping and tracking systems.

Use computers effectively for word and data processing and records management.

Perform mathematical computations with accuracy.

**Experience:**

*Human Resources Analyst I:*

One year of professional personnel / human resources experience.

*Human Resources Analyst II:*

Three years of increasingly responsible personnel / human resources experience. Supervisory experience is highly desirable.

**Education: (For both levels)**

Graduation from an accredited college or university with a Bachelor's degree in personnel administration, public administration, business or a closely related field.

**Additional Requirements:**

Possession of a valid California driver's license.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**