



## Senior Human Resources Analyst

Department/Division:	Human Resources
Reports To:	Director of Human Resources
Provides Direction To:	Human Resources Analyst and technical and support staff, as assigned
Exemption Status:	Exempt
Date Prepared:	October 1, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under general supervision, performs a variety of complex and varied professional functions and analyses in support of the City's human resources programs, such as employee relations, labor relations, employment, classification, compensation, training and employee development, and personnel research; provides work direction to professional and technical and support staff in the completion of projects and assignments; and performs other related duties as assigned.

### CLASS CHARACTERISTICS

The Senior Human Resources Analyst is distinguished from the Human Resources Analyst by its task leadership role and the complexity of analyses, independence of action, and more sensitive interpersonal communications and data studied. The Senior Human Resources Analyst is differentiated from the Risk Manager and Director of Human Resources, who have more specialized knowledge, settlement authority, and interfaces.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Plans, leads, and provides technical direction to professional and support staff in the completion of projects, studies, and surveys by assigning tasks, checking work, and answering questions related to work methods and data interpretation.
2. Conducts varied and complex statistical and policy analyses; interprets findings, writes recommendations, and presents results; answers technical questions from staff related to human resources practices and procedures.

## **ESSENTIAL FUNCTIONS (continued)**

3. Administers a broad variety of recruitment, testing, and selection procedures for management and non-management classifications; works with management and hiring department representatives in order to establish recruitment methods and testing and selection processes for new and vacant positions.
4. Conducts classification and total compensation analyses by reviewing specific jobs, families, groupings, units and/or departments while factoring internal and external practices and existing policies, rules, and agreements; develops new classifications and makes recommendations related to compensation and benefits.
5. Conducts investigations of discrimination and harassment claims, actions of potential misconduct, and grievances as delegated by the Director of Human Resources, and provides findings and recommendations.
6. Administers and coordinates employee training and development programs; and conducts training and orientation programs for specific subject curricula, as needed.
7. Participates in labor negotiations and may serve as City's representative for specific meetings, as assigned by the Director of Human Resources; conducts follow-up research and cost analyses based on City or labor proposals, independently and in collaboration with the director and other parties.
8. Administers performance appraisal practices and provides guidance to supervisors and managers in the establishment of performance improvement plans and disciplinary actions.
9. Analyzes Personnel Rules, policies, and procedures and writes staff reports and recommendations related to the application of rules and contract agreements associated with various cases.
10. Researches and provides assistance to applicants, employees, other internal departments, agencies, and the general public regarding questions related to the City's employment and personnel practices and policies.
11. Coordinates the handling of Unemployment Insurance claims and appeals, and appears as the City's representative for higher level appeals.
12. Assists in the preparation and monitoring of department budget expenditures for assigned human resources policies and programs.
13. Represents the Human Resources Department at meetings and conferences, as assigned; May lead and/or participate on City-wide committees.

14. May assist Risk Manager with Worker's Compensation or Liability.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Federal and State Labor laws, Equal Employment Opportunity laws and non-discrimination regulations; principles and practices of public human resources administration, including recruitment, testing, selection, classification, job evaluation, compensation, training, organizational development; benefits, labor relations, and employee relations; personnel policies and labor contract provisions; research and analysis methods; principles of sound business communications; proper English usage, including spelling, punctuation, and grammar; word processing, spreadsheet, and human resources information systems and records management practices; budgeting techniques; customer service practices.

### **Ability to:**

Lead and provide technical direction to professional and technical staff; plan and administer projects and studies; conduct research and analyze human resources policies, practices, and programs; prepare, review, and evaluate report data; work effectively with applicants, staff, management, vendors, consultants, and the general public; organize and prioritize tasks to meet deadlines; exercise tact and diplomacy in dealing with sensitive, confidential personnel issues; communicate effectively, both orally and in writing; exercise independent judgment and initiative within established guidelines; maintain confidentiality of sensitive data; operate computer hardware and modern office equipment and use word processing, spreadsheet, and human resources information systems software.

### **Education/Training/Experience:**

Bachelor's degree in Human Resources Management, Public Administration, Business Administration, or a related field is required. Four years of responsible human resources professional experience in employee relations, labor relations, personnel policies and program research, recruitment and selection, classification and compensation, employee relations, and related areas.

### **Licenses; Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read, analyze, and interpret data, guidelines, and documents; prepare and evaluate reports; use math and mathematical reasoning; learn and apply new information or new skills; and interact with applicants, City staff, vendors, consultants, management, general public, and other parties.

## **WORK ENVIRONMENT**

The employee works in office conditions with controlled temperature settings.