



Human Resources Analyst Part-Time At-Will

Department/Division:	Human Resources
Reports To:	Senior Human Resources Analyst
Provides Direction To:	Not Applicable
Exemption Status:	Exempt
Date Prepared:	October 9, 2015
City Council Resolution #	

GENERAL PURPOSE

Under general supervision, performs a variety of professional and administrative duties in support of the City's human resources programs relating to recruitment, selection, classification, compensation, employee relations, and other functions; completes research and administers special projects; and performs other related duties as assigned.

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. Works with management and hiring department representatives in order to establish job assignments and qualifications for new and vacant positions; determines appropriate recruitment, testing, and selection procedures.
2. Designs and administers recruitment and selection programs based on policies and past practices; prepares job announcements, advertisements, and internal postings
3. Organizes and coordinates exams, oral boards, and interview processes, and background checks; tracks applicants; may interview and recommend final candidates as part of selection process.
4. Conducts classification and compensation studies; prepares and updates class specifications and makes recommendations regarding job grading.
5. Reviews and tracks performance appraisals, employee action forms, position requests, employee hours, and HRIS data transactions for completeness and accuracy.

ESSENTIAL FUNCTIONS (continued)

6. Designs, administers, and participates in human resources projects and surveys, tabulates statistics, prepares reports, and makes related recommendations; answers technical questions from human resources support staff related to human resources practices and procedures.
7. 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.
8. Assist with or conduct employee relations investigations and gather data for collective bargaining purposes.
9. Reviews, recommends changes, and administers Personnel Rules, and policies and procedures.
10. Assists with the identification of City-wide training needs and implementation of training programs.
11. Tabulates, tracks, and summarizes Equal Employment Opportunity statistics and completes annual reports.
12. Coordinates the handling of Unemployment Insurance claims.
13. Assists in the preparation and monitoring of department budget expenditures.
14. Represents the Human Resources Department at meetings and conferences, as assigned; participates on City-wide committees.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal and State Equal Employment Opportunity laws and non-discrimination regulations; principles and practices of public human resources administration, including recruitment, selection, classification, job evaluation, organizational development; compensation, 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:

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. Two years of responsible human resources professional experience in 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.

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, management, and the public.

WORK ENVIRONMENT

The employee works in office conditions with controlled temperature settings.