



## HUMAN RESOURCES ANALYST II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

Under the general direction of the Human Resources Director, this classification is responsible for performing professional and confidential work in recruitment, selection, classification and compensation, HRIS system management, employee and labor relations, training and development, compensation and benefit administration, equal employment opportunity, and occupational health and safety; overseeing and coordinating assigned administrative processes, procedures, and programs; providing highly responsible and complex staff assistance to the Human Resources Director. May assume responsible charge of the department in the absence of the Human Resources Director.

### DISTINGUISHING CHARACTERISTICS

### SUPERVISION RECEIVED/EXERCISED

The Human Resources Analyst II receives general supervision from the Human Resources Director and may exercise technical and functional supervision over the Human Resources Technician position.

### ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Plan, coordinate, and implement recruitment and selection, classification and compensation, salary and benefit administration, performance management, and workers' compensation program.
- Prepare a variety of written documents and reports including job specifications, job announcements, classification and salary reports, surveys, examinations, and training materials.
- Review and analyze workers' compensation claims and coordinate case management with third party administrator. Serve as the liaison between the City, the injured worker, and the third party administrator for workers' compensation-related issues.
- Initiate and conduct the interactive process. May coordinate or make recommendations regarding reasonable accommodation requests.
- Manage the Human Resources Information System (HRIS), including troubleshooting, problem solving and proactively evaluating related human resources issues; develop and maintain HRIS tables and related reports; work with the Departments of Finance and Information Technology to conceptually develop appropriate work flow systems and processes. Make modifications/setups/configuration changes in the HRIS system related to negotiated MOU changes and changes in legal requirements. Define, build, and update benefit plans in the HRIS system. May manage the City's position control in the HRIS system.
- Plan, conduct, and administer recruitment selection procedures while working closely with operating departments; develop and recommend appropriate outreach and selection

methodologies; ensure compliance with Federal, State, and local laws pertaining to hiring and employment.

- Plan, develop, administer, and coordinate various City-wide programs such as training, equal employment opportunity, and performance management and work closely with departments to ensure the operational needs of the City departments are met.
- Administer FMLA/CFRA leaves and the City's short- and long-term disability programs, ensuring legal compliance.
- Assist managers and supervisors with employee relations matters including the interpretation and application of policies and labor agreements; facilitate problem identification and resolution for routine or less complex matters not requiring the assistance of the Human Resources Director.
- Utilize computer software applications to support and conduct recruitment and selection, compensation, classification, workers' compensation and safety, labor relations, and employee development activities depending on the area(s) of assignment.
- Compile, synthesize, and summarize a variety of data to prepare periodic and special reports related to assigned functions; prepare correspondence and a variety of reports and written materials; maintain accurate records and files.
- Provide analytical support to the Human Resources Director in labor negotiations and contract administration, including research, data analysis, correspondence, and implementation of negotiated agreements.
- Respond to requests for information from employees, management, retirees, outside agencies, and the public as appropriate.
- Assist with the development and implementation of City wellness program.
- Serve as the Human Resources Department's representative on the Safety committee and other related committees.
- Perform related duties and responsibilities as required.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Sufficient education and experience to satisfactorily perform the above duties. A typical qualifying background would be graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, personnel management, or a closely related field, and three years of applicable personnel experience. Public sector experience is preferred.

**License/Certificate**

Possession of a valid State of California Driver's License.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of**

Principles and practices of public sector human resources including: recruitment and selection, classification and compensation analysis, salary and benefit administration, training, employee and labor relations, performance management, and workers' compensation. Principles and techniques of effective customer service, including a business partner approach to human resources management. Mathematical principles related to data management, statistical analysis, and cost analysis. Applicable Federal, State, and local laws and regulations pertaining to employment and

labor relations in the public sector. Computer applications and other modern office technology methods and procedures related to the work.

### **Ability to**

- Administer and coordinate human resources program areas.
- Handle and prioritize a variety of assignments and meet deadlines.
- Interpret, apply, and explain applicable rules, regulations, laws, policies, and procedures.
- Write clear and concise reports, correspondence, procedures, and other written materials.
- Communicate verbally and make public presentations.
- Develop comprehensive plans from general instructions.
- Perform basic statistical analysis and conduct research studies.
- Collect, compile, summarize, and maintain accurate records and files.
- Interpret and resolve special needs of employees and staff members.
- Use initiative, independent judgment, and problem solving within established procedural guidelines.
- Organize work, set priorities, and meet critical deadlines.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Skill to**

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Ability and mobility to operate modern office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 20 pounds, files, and other materials; and travel to different sites.

Ability to operate a motor vehicle safely.

### **SPECIAL REQUIREMENTS**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

HR Analyst II  
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EXEMPT  
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