



City of Los Altos

## **Job Description – Human Resources Analyst Non-Represented Non-Exempt**

### ***POSITION SUMMARY:***

Under general supervision, performs professional human resources tasks including but not limited to benefits administration, recruitment, classification and compensation, risk management, training and development, and labor relations; and provides information and assistance within scope of responsibility to staff, supervisors, managers, Department Heads, appointed officials and the public.

### ***ESSENTIAL JOB FUNCTIONS:***

*Duties may include, but are not limited to, the following:*

1. Coordinate full-cycle recruitment process in partnership with the hiring department;
2. Coordinate the administration of City-provided benefits; respond to questions and resolve problems;
3. Counsel and advise staff, supervisors, Department Heads and the public on matters related to City employment including hiring, promotion, retirement, benefits, workers' compensation, training and other related topics;
4. Interpret and apply City rules, policies and procedures, and MOUs;
5. Review and recommend revisions to rules, policies, procedures, guidelines and other City documents;
6. Coordinate and assist staff with opportunities in training and development;
7. Participate in the development, execution and analysis of various compensation, classification and benefits studies and surveys;
8. Coordinate and assist employees with tasks related to workers' compensation and liability issues including but not limited to completing forms, maintaining files, compiling statistics, preparing reports, responding to questions and maintaining communication with medical professionals regarding work status;
9. Assist with the maintenance all employee records, both as physical files and in a computerized system;
10. Process all materials required for termination of employment;
11. Administer the leave of absence program for employees;
12. Conduct research and analysis on issues related to collective bargaining;
13. Assist with the investigation and resolution of employee relation issues and with organizational development matters, including performance evaluations, disciplinary matters and discrimination and harassment complaints;
14. Prepare written reports, memoranda, council agenda reports and other documents;
15. Other related duties as assigned.

### ***MINIMUM QUALIFICATIONS:***

#### **KNOWLEDGE OF:**

Principles and practices of human resources administration and municipal government operations; modern office procedures, practices and current computer operations; arithmetic and basic mathematical operations including percentages and decimals.

### SKILL AND ABILITY TO:

Maintain confidentiality; analyze complex administrative and technical issues and make appropriate recommendations for action; operate a computer, printer, calculator and various software programs; read, interpret and apply rules, policies, procedures and laws; use initiative and sound judgment within the scope of responsibility; analyze situations quickly and objectively and make recommendations for resolution; establish and maintain effective working relationships with a wide variety of people; communicate clearly and concisely verbally and in writing; attend and participate in weekend or evening meetings and events.

### EXPERIENCE AND EDUCATION:

Any combination of experience, education, and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

#### EXPERIENCE:

- Two years progressively responsible human resources experience.

#### EDUCATION:

- A bachelor's degree in human resources, public administration or related field.

#### REQUIRED LICENSES OR CERTIFICATES:

- Possession of, or ability to obtain prior to employment, a Class C California Driver's license and a satisfactory driving record.
- A certificate in human resources or related field is highly desirable.

### **PHYSICAL AND MENTAL DEMANDS**

#### PHYSICAL DEMANDS

While performing the duties of this class, an employee is regularly required to walk, stand and sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; kneel or crouch; and lift to 30 pounds. Specific vision abilities required by this class include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of work assignments.

#### MENTAL DEMANDS

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret statistical data, information and documents; analyze and solve problems; use and apply reasoning and statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines and with constant interruptions; and interact with City staff, elected officials, other public and private organizations, and the public.

#### WORK ENVIRONMENT

An employee in this class works under typical office conditions, and the noise level is usually quiet. There may be circumstances that require walking or driving to other City facilities to meet with other staff on a regular basis.

***EQUAL OPPORTUNITY EMPLOYER***

The City of Los Altos is an equal opportunity employer and does not discriminate in employment on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition, marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Los Altos upon submittal of application. Documentation of the need for accommodation must accompany the request.

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.