

**City of San Rafael**  
**Job Class Specification**

**HUMAN RESOURCES ANALYST I**

**HUMAN RESOURCES ANALYST II**

**DEFINITION**

Under the direction of the Human Resources Director or other higher level HR staff, the Human Resources Analyst I/II performs professional human resources administrative and analytical assignments in a variety of program areas, including: recruitment and selection, classification and compensation, benefit administration, employee development and training, leaves, workers' compensation, policy and procedure development; delivers human resources services to internal and external customers; and provides staff support in the administration and implementation of City Human Resources programs and policies, as assigned.

Incumbents may be assigned to either a specific or a generalist assignment with responsibility for dealing with a wide array of analytical staff assignments. Incumbents are expected to be capable of performing a variety of Human Resources related management analysis techniques and procedures.

**DISTINGUISHING CHARACTERISTICS**

Human Resources Analyst I - This is the entry level class in the Human Resources Analyst series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks. The Human Resources Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Human Resources Analyst II - This is the full journey level class in the Human Resources Analyst series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

**SUPERVISION RECEIVED AND EXERCISED**

Human Resources Analyst I: Receives general supervision from the Human Resources Director or higher-level HR staff. Exercises no supervision.

Human Resources Analyst II: Receives direction from the Human Resources Director or higher-level HR staff. Exercises direct supervision of technical and administrative staff.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Analyze, interpret, research and compile information for the revision and maintenance of the City's classification plan and allocation of positions; monitor and maintain allocation schedules and salary schedules.

- Provide advice, interpretation and counsel to managers, supervisors and employees on Human Resources policies and procedures and assure compliance with governing Council policies, legislation, and Memoranda of Understanding (MOUs)
- Supervise the design and implementation of recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development, and test administration; receive, research and respond to candidate appeals.
- Supervise the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits including protective leave; administer the City's open enrollment process.
- Advise employees on matters related to employment, promotion, retirement, benefits, and classification and compensation.
- Oversee payroll input and leave activities, ensuring appropriate usage of leave hours in accordance with MOU's and Personnel Rules and Regulations.
- Prepare a variety of administrative and technical reports and correspondence including correspondence to Department Directors.
- Provide technical support in the maintenance, implementation and use of the City's HRIS system and performance evaluation system; analyze and develop forms and procedures associated with computer applications; oversee the department's intranet and internet pages.
- Participate in and lead special projects; participate in the selection of consultants and vendors; review and approve the work of consultants and vendors.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist with the development and maintenance of City policies and procedures; represent the department to outside professional organizations; participate on cross functional teams.
- Complete internal and external compensation and benefit studies.
- Recommend and participate in the implementation and improvement of policies and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

## **MINIMUM QUALIFICATIONS**

### **Human Resources Analyst I:**

#### **Knowledge of:**

- General principles and practices of human resources administration and organization management.
- Practices, methods and procedures utilized in recruitment and selection.
- Pertinent federal, state, and local laws, codes and regulations.
- Elementary statistics.
- Modern office equipment and procedures including use of a variety of software applications.
- English usage, spelling, grammar and punctuation.

Ability to:

- Learn to perform a wide variety of human resources activities, ensuring compliance with City policies and procedures, local, state and federal laws and regulations.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Collect, compile, analyze and summarize written and statistical information and data.
- Prepare clear and concise technical and administrative reports.
- Analyze situations carefully and adopt effective courses of action.
- Use a personal computer and a variety of software applications.
- Plan and organize workload.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Experience and Training**

Experience: No professional experience is required.

### **AND**

Education: A Bachelor's degree from an accredited college or university in human resources, business administration, public administration, social sciences or a related field.

License or Certificate: Possession of a valid California driver's license by date of appointment.

**Human Resources Analyst II:** In addition to requirements for the Human Resources Analyst I:

Knowledge of:

- Principles and practices of recruitment, selection, classification, salary and benefit administration, EEO and employee relations within a public agency.
- Advanced methods of statistical research and presentation.
- Principles and practices of project management.
- Principles and practices of supervision, training and performance evaluations.

Ability to:

- Independently perform professional analytical work in support of human resources programs.
- Identify, research and respond to questions from other City departments, outside agencies and the public.
- Prepare and present technical reports.
- Interpret and explain human resources programs and policies.
- Collect, compile and analyze data and develop logical conclusions and sound recommendations.
- Respond appropriately to difficult and sensitive matters.
- Supervise, train and evaluate assigned staff.

## **Experience and Education**

Experience: Two years of responsible experience performing duties similar to that of a Human Resources Analyst I with the City of San Rafael and lead or supervisory experience.

**AND**

Education: A Bachelor's degree from an accredited college or university in human resources, business administration, public administration, social sciences or a related field.

License or Certificate: Possession of a valid California driver's license by date of appointment

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide using whole numbers.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.