



## HUMAN RESOURCES ANALYST I

Bargaining Unit: Management Employees

### **DEFINITION:**

Under general supervision at the lower level and under direction at the higher level, incumbents perform varied professional technical, administrative and clerical tasks in the operation of a centralized personnel system; assist with various employee and labor relations matters; perform onboarding and off boarding processes; conduct recruitment, selection, and classification activities; conduct salary and benefit studies; administer benefits and leaves; maintain records and process personnel forms; perform related duties and special projects, as required.

### **CLASS CHARACTERISTICS:**

The Human Resources Analyst I is the entry-level class in the professional Human Resources Analyst series. Incumbents in this class provide varied professional clerical and technical support in the administration of personnel programs.

Incumbents are required to have an in-depth and comprehensive knowledge of the policies and procedures necessary to achieve program results.

Positions in the professional Human Resources Analyst series are flexibly staffed. Incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

### **EXAMPLES OF DUTIES (*illustrative only*):**

- Works with hiring manager to fill vacant positions. Prepares recruitment plans and announcements, develops and implements recruitment strategies, examination components and other related material for vacant positions.
- Responsible for full cycle of recruitment including reviewing applications for examinations; conducting job analyses for the validation of examinations; developing and conducting examinations; analyzing and interpreting exam results.
- Reviews and revises job descriptions to ensure they are current and accurate.
- Conducts job audits; interviews subject matter experts and develops and/or modifies class descriptions.
- Conducts salary surveys to obtain necessary data and make recommendations.
- Prepares written and oral reports including recommendations for actions; develops cost information as needed.

- Administers the benefit programs for all employees and specified retirees; collaborates regularly with the California Public Employees' Retirement System (CalPERS).
- Administers the City's workers' compensation and safety programs, including monitoring workers' compensation claims and collaborating with supervisors regarding various workers' compensation and safety issues.
- Manages employee leaves of absence, including reviewing medical documentation and tracking the duration of leaves.
- Actively prepares for and participates in labor negotiations activities.
- Interprets and applies relevant laws, rules, policies, procedures, MOU's and ordinances for managers, supervisors, employees.
- Reviews and processes personnel forms and changes.
- Provides information and data as requested; responds to subpoenas, public request acts and other requests for information developed and/or maintained within the department.
- Organizes and maintains automated and manual personnel record systems.
- Develops and maintains forms as needed.
- Performs onboarding and off boarding duties as needed.
- Composes letters, reports, memoranda and other written material as directed or on own initiative.
- Prepares routine reports required of the City by other government agencies.

### **QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

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

Bachelor's degree from an accredited college or university and two (2) years of human resources experience.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge Of:

- Applicable federal, state and local employment laws.
- Techniques and principles of recruitment and selection processes.
- Principles of classification and compensation structures and administration.
- Policies and practices of public personnel administration.
- Business math concepts.
- Proper English grammar, punctuation, and spelling.

Ability To:

- Proficiency with Microsoft Office applications, with intermediate to advanced level competency in Word, Excel and PowerPoint.
- Strong analytical and critical thinking skills.
- Communicate clearly verbally and in writing.
- Collaborate effectively with all levels of management with diplomacy and tact.
- Interpret and apply policies, procedures and laws
- Use independent judgement within established guidelines and exercise confidentiality.
- Organize tasks, meet deadlines, and prioritize competing demands.
- Maintain effective working relationships with colleagues, customers, and the public.

#### LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

#### WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.

*Travel: Positions in this class may require local and statewide travel as necessary.*