HUMAN RESOURCES ANALYST I

DEFINITION
Under general supervision, performs varied professional technical, administrative and clerical tasks in the operation of a centralized personnel system; provides information to employees and the public on services and activities of the Human Resources Department; assists HR staff in various program phases; maintains records and processes personnel forms; performs related duties as required.

DISTINGUISHING CHARACTERISTICS
This is an entry-level class in the professional Human Resources Analyst series. Incumbents in this class provide varied professional clerical and technical support to personnel professionals 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. Assignments may include technical personnel tasks to be performed under the general supervision of a personnel professional.

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

- Assists in the administration of the City’s compensation and classification plans, safety program, recruitment and examination program, workers’ compensation and benefits program.

- Participates in job analyses, the selection and construction of testing procedures and examination materials, determination of appropriate screening activities.

- Prepares recruitment schedules, contacts appropriate recruitment sources, drafts job announcements and advertisements.

- Schedules facilities, arranges for oral board and performance test raters, obtains necessary materials, scores examinations, notifies applicants of test results.

- Organizes and maintains a variety of automated and manual personnel record systems.

- Provides information on employee benefits to current, new and terminating employees.
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EXAMPLES OF DUTIES (continued)

➢ Prepares/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.

➢ Conducts surveys to obtain necessary data for various purposes, such as classification and compensation.

QUALIFICATIONS

Knowledge Of:
The English language including spelling, punctuation and grammar; mathematics including basic statistics; personnel laws and regulations; personal and mainframe computer operation and applications for records management, generation of correspondences and statistical information storage and retrieval; theories, principles and practices of public personnel administration.

Skill in:
Operating standard office equipment including personal computers, and copy machines; composing correspondence from brief oral or written instructions; making arithmetic calculations with speed and accuracy.

Ability to:
Learn policies, procedures and laws pertaining to the work; use independent judgement within established guidelines; deal tactfully and effectively with the public and other City employees; handle written and verbal confidential information; type 40 words per minute, corrected; interpret written materials; maintain accurate records; coordinate assigned duties with others; communicate effectively with others.

OTHER QUALIFICATIONS

EDUCATION AND EXPERIENCE

Education - Completion of the twelfth grade, or its equivalent. Two years of college course work in personnel/business administration, or a closely related field is desirable.

Experience - A typical way of gaining the knowledge, skills, and abilities outlined above is completion of two years of course work with major course work in business, public or general administration or a related field, and two years of responsible office administrative support experience.

LICENSE

Must possess a valid California Driver’s license and have a satisfactory driving record.