HUMAN RESOURCES ANALYST II

DEFINTION

Under the general supervision of the Human Resources Director, the incumbent in this journey-level classification conducts recruitment, selection, and classification activities; carries out special projects; conducts salary and benefit studies; performs related work as required.

EXAMPLES OF DUTIES

- Administers and participates in assigned recruitment and selection programs.
- Analyzes positions to be filled; conducts job audits; interviews subject matter experts; develops and modifies class descriptions.
- Prepares recommended recruitment plans in consultation with departmental representatives; writes job announcements and advertisements.
- Screens applications; develops, administers, and evaluates written, oral, and performance tests.
- Supervises the establishment and maintenance of eligibility lists and the notification of candidates.
- Conduct job audits; interviews subject matter experts and develop and/or modify class descriptions.
- Conduct salary surveys; gather and analyze salary and benefit data and make appropriate recommendations for salary/benefit changes.
- Develop increased knowledge and proficiency in all aspects of human resources department activities.
- Works with management and operating staff to ascertain classification and examination needs.
- Provides information to and interprets relevant laws, rules, policies, procedures, MOU’s and ordinances for managers, supervisors, employees, and their representatives regarding classification and examination responsibilities.
- Actively prepares for and participates in labor negotiations activities.
- Conduct investigations into allegations of violations of practice, procedure, MOU's and/or State and federal law. Produce written reports of findings, including recommendations for resolution.

- Assists in administration of the City's safety program, including chairing safety committee meetings, following up on safety concerns, and making recommendations for improving the City's safety record and safety program to reduce risk and manage costs.

- Assists in administration of the City's workers compensation program, including monitoring the status of employees who are TTD, on modified duty and/or whose cases may be stalled or delayed.

- Develops policies and procedures for moving workers compensation claims toward resolution.

- Provide training to supervisors, managers and employees regarding workers' compensation processes; administering or coordinating administration of benefits; initiating or responding to applications for industrial disability retirement.

- Make recommendations for improving the City's workers' compensation program to manage program costs, reduce risk/liability to the City and ensure adherence to best practices.

- Prepares written and oral reports including recommendations for action to be taken; provides the department head with program budget information; develops cost information.

- Develops and maintains records and files; prepares correspondence, reports, and a variety of written materials.

- Provides information and data as requested; responds to subpoenas, public request acts and other requests for information developed and/or maintained within the HR department.

- Provides timely and accurate information on employee benefits to current, new and terminating employees.

- Maintains knowledge of benefits administration requirements, both within and external to, the City.

- Develops and maintains forms, training/informational materials regarding benefits.

- Provides information and data when requested.

- May perform other work as assigned.
QUALIFICATIONS

Knowledge Of:
Public personnel administration principles and practices, including job analysis, recruitment program development, selection techniques, and classification and compensation administration procedures; organizational development; organization and functional activities common to a municipal government; research methods, analytical techniques, and report writing; applicable federal, state, and local laws, rules, regulations, and ordinances.

Ability To:
Analyze complex technical problems, evaluate alternatives, reach sound conclusions, and make recommendations; communicate effectively orally and in writing, including preparing effective correspondence, reports, and other materials related to work; perform statistical analyses; develop and maintain effective working relationships with those contacted in the course of work; elicit accurate information from people in writing, over the phone and in person; read, interpret and apply laws, rules, regulations, policies, procedures, and MOU provisions; work independently, coordinate several projects concurrently, and meet critical deadlines; plan work for support staff; maintain accurate records and files; perform the duties of the job.

EDUCATION AND EXPERIENCE
A typical way of gaining the knowledge and abilities outlined above is completion of Bachelor’s Degree with major course work in Human Resources, Business, Public Administration, Organizational Development or a closely related field and at least two (2) years of increasingly responsible analytical work experience, performing duties comparable to those of a Human Resources Analyst I. Experience in a public agency is highly desirable.

LICENSE OR CERTIFICATES
Must possess a valid Class C driver’s license and have a satisfactory driving record.

Possession of a Professional Human Resources (PHR) Certification or SHRM-CP/SHRM-SCP are highly desirable.