

CITY OF ARCADIA
SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, to perform difficult and advanced journey level professional, administrative, analytical, and coordination duties in support of human resources functions and programs including recruitment, selection, evaluation, classification, compensation, job evaluation, benefits, employee relations, and workers' compensation; to oversee and coordinate assigned administrative processes, procedures, and programs; and to provide highly responsible and complex staff assistance to the Administrative Services Director.

SUPERVISION EXERCISED

Exercises technical and functional supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee human resources functions and programs including recruitment, selection, evaluation, classification, job evaluation, benefits, and compensation.

Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.

Compile and analyze data and make recommendations regarding human resources programs and systems; assist in the development and implementation of related policies.

Participate in the preparation and administration of assigned budgets; maintain and monitor appropriate budgeting and expenditure controls.

Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

Plan and conduct comprehensive salary and benefit surveys; perform job evaluation, classification, and class specification development.

Coordinate recruitment process including outreach activities; screen employment applications; ensure applicants meet or exceed minimum qualifications; rank candidates according to qualifications.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Design, coordinate, and administer written, performance, and/or oral employment examinations; ensure that exams and interviews are conducted in accordance with Federal and State laws and City policies and procedures.

Select and orient evaluators regarding examination procedures and rating criteria.

Participate in arbitration and contract negotiations; research and collect relevant data pertaining to local and/or regional collective bargaining agreements.

Assist in the management of workers' compensation claims.

Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.

Attend meetings as a representative for the Human Resources Division; prepare, administer, and monitor programs.

Serve as a liaison with the Human Resources Commission; prepare staff reports, meeting agenda and minutes.

Direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in workflow, procedures and use of equipment and forms.

Participate in selecting, training, motivating and evaluating assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of EEO, selection, recruitment, job evaluation, benefits, classifications, and compensation.

Principles and techniques of human resources management and program administration.

Principles and practices of budget development, preparation, and expenditure control.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Basic principles and practices of performance evaluation.

Research and reporting methods, techniques, and procedures.

Sources of information related to a broad range of human resources programs, services and functions.

Public relations techniques and methods.

Modern office practices, methods, and computer equipment.

Principles and procedures of financial, statistical, and administrative record keeping.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of human resources goals.

Research, analyze, and evaluate human resources programs, policies, and procedures.

Prepare clear and concise correspondence and reports on a variety of human resources, financial, budgetary, and administrative issues.

Independently perform the full range of responsible and difficult analytical and administrative work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the Human Resources Division and of outside agencies as necessary to assume assigned responsibilities.

Effectively administer a variety of human resources programs, functions, and administrative activities.

Plan, organize, and carry out assignments from management staff with minimal supervision and direction.

Conduct research on a wide variety of human resources and administrative topics.

Interpret and apply administrative and human resources policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Effectively utilize job specific computer software programs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of responsible human resources experience involving professional level duties in areas such as: recruitment, selection, testing, classification, compensation, benefits, and job evaluation.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, human resources management, or a related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: February 2003