

CITY OF COVINA

HUMAN RESOURCES ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs increasingly difficult and responsible duties relating to various aspects of Human Resources administration.

DISTINGUISHING CHARACTERISTICS:

The **Human Resource Analyst** is the journey level class in which the incumbent is expected to independently perform the full scope of administrative, analytical and management support duties within assigned program areas; provides professional and technical support to the Director of Human Resources and assists in coordinating personnel services with all City departments.

SUPERVISION RECEIVED/EXERCISED:

Direction is provided by the Director of Human Resources. May exercise direct and indirect supervision over technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provide professional journey level staff assistance and coordination in support of 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 processes including outreach activities; screen employment applications; ensure applicants meet or exceed minimum qualifications; rank candidates according to qualifications.
- Design, coordinate, and administer written, performance, and/or oral employment

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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.
- Provide assistance to the Human Resources Director during arbitration and contract negotiations; research and collect relevant data pertaining to local and/or regional collective bargaining agreements.
- Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.
- Interprets the Personnel Rules and Regulations, Salary Resolutions, Personnel Ordinance, Personnel Policy and Procedures Manual, Memoranda of Understanding, and Municipal Code.
- 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.
- Performs other related duties as required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Analyst**. Graduation from an accredited college or university with a bachelor's degree in Public or Business Administration or a closely related field; some recent professional personnel or administrative experience which required a general knowledge of all or most of the following areas: recruitment, test development and validation, classification, salary administration, affirmative action and equal opportunity, employee training and development, labor relations, and general personnel administration.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Personnel recruitment, examination and selection methods and techniques, classification and compensation principles and labor relations practices; working knowledge of the basic laws governing public Human Resources administration; working knowledge of statistics, record keeping systems and general office procedures.

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

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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. 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.

Skill to:

Operate modern office equipment including computer equipment. Operate a motor vehicle safely.