

## CITY OF COVINA

### SENIOR 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 direction, to perform difficult and advanced journey level professional, administrative, analytical, and coordination duties in support of human resources functions and programs, which may include recruitment, selection, , 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 Director of Human Resources.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Human Resources Analyst** is the advanced journey level class in which the incumbent is expected to demonstrate a high level of independent problem solving abilities and perform the full scope of administrative, analytical and management duties within assigned program areas. Incumbents in this class are assigned the most complex and difficult work, and carry out assignments using independent judgment and problem solving skills. This classification is distinguished from the next lower classification of Human Resources Analyst in that it has overall responsibility for an assigned program and/or unit within a specialized area.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from Director of Human Resources. May exercise technical and functional supervision over lower-level administrative support and technical staff.

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

- 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.

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- 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.
- 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 Department; prepare, administer, and monitor programs.
- 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.
- Act in place of Human Resources Director's absence.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.

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Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**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 **Senior Human Resources Analyst**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree from an accredited college or university with major course work in public administration, human resources management, or a related field; four years of responsible human resources experience involving professional level duties in areas such as: recruitment, selection, testing, classification, compensation, benefits, and job evaluation. A master's degree is desirable and may be substituted for one year of experience.

### **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:**

- 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.

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- Modern office practices, methods, and computer equipment.
- Principles and procedures of financial, statistical, and administrative record keeping.
- Safe driving principles and practices.

### **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 Department 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.

### **Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and other software applications.