



Human Resources Analyst

Department: Human Resources

SUMMARY: Performs professional level human resources duties in the administration of employee relations and development; classification and compensation, workers' compensation, safety programs, recruitment and examination; develops, plans, implements and administers assigned program responsibilities; conducts research, analysis and prepares reports; performs other related duties as assigned.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Performs a complete range of HR program functions in the department; works independently and makes appropriate decisions based on knowledge of City and HR policies and procedures; performs duties within scope of authority; duties may vary according to assignment

Conduct classification audit, by paper, telephone, desk or the interview of incumbents; prepare and revise classification specifications and recommends the allocation of positions to new or existing classifications; maintains accurate classification plans and salary schedules, may respond to compensation and classification survey requests.

Interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of City policies, procedures and programs while exercising the highest degree of confidentiality and professionalism; conducts complaint investigations

Conducts research on assigned projects; collects, compiles and analyzes data and information; develops recommendations and prepares reports based on findings

Develops, implements, conducts/coordinates, and monitors a wide range of HR program functions including employee relations, employee development, to include training, worker's compensation, special leaves and employment related ADA issues

Assist in department budget preparation, analysis, and administration; may monitor expenditures and approve invoices.

General clerical work including but not limited to data entry and collection, front desk coverage, greeting and assisting lobby walk-ins, copying, filing, tuition reimbursement, preparing reports, correspondence and a variety of written materials

May make presentations to City Council

May design and implement recruitment programs by preparing job announcements, advertisements and other recruitment materials, screen applications, coordinate, design and administer job-related selection procedures, including but not limited to, application reviews, written and performance tests.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

Theories, principles, and fundamental practices of public human resources administration; principles and procedures of Human Resource Information Systems (HRIS).

Recruitment and selection processes and classification and compensation plans; adult learning theories

Local, state and federal employment laws, rules and regulations including but not limited to: OSHA, HIPPA, COBRA, ADEA, Title VII, ADA, FLSA, FMLA, PPACA.

Skill in:

Preparing clear, concise and complete analyses, proposals, reports and other written material.

Maintaining accurate records and meeting critical deadlines; researching and analyzing complex problems; evaluating varied data and information.

Operating a personal computer utilizing standard and specialized software such as Microsoft Office.

Working independently and as a member of a team.

Building and maintaining positive working relationships with co-workers, other City employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Industrial and Labor Relations, Human Resource Management, Organizational Development, or Business or Public Administration, plus three (3) years, paid fulltime or its part time equivalency, paraprofessional or professional experience in one or more functional areas of a Human Resources department; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting, presenting to groups, and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some evenings and weekends may be required.

Adopted: Feb, 2007

Formerly:

Revised: Nov, 2014, August 2020