

HUMAN RESOURCES ANALYST I/II

Salary Range: 5/9 (Management Salary Schedule)

DEFINITION

To provide a variety of professional human resources support and services to City departments in the areas of recruitment and selection, classification and compensation, performance management and discipline, labor relations, workers compensation, benefits administration, medical leaves, disability administration, and training; to coordinate the work of human resources staff on assigned projects; to provide advice to City departments on a wide variety of human resources topics; to assist in the development and maintenance of human resources programs; to assist with monitoring the Department budget; and to provide administrative support to the Director of Human Resources.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I

This is the entry-level professional class in the Human Resources Analyst series. Positions in the class initially work under close supervision while learning job tasks and perform the more routine duties while learning City policies and procedures, and specific techniques and regulations related to human resources. As experience is gained, duties gradually become more diversified and are performed under more general supervision. Positions at this level are distinguished from the II level by the performance of less than the full range of duties assigned to the journey level II class within the series.

Human Resources Analyst II

This is the journey-level professional class in the Human Resources Analyst series. This class is distinguished from the I level by the assignment of the full range of duties. Employees work under general supervision and receive only occasional instruction or assistance as new or unusual situations arise and are fully knowledgeable of the operating procedures and policies within the Department. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the Director of Human Resources or designee and provide lead direction and training to technical and clerical staff, and may provide supervision in the absence of the Director.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Provide professional human resources support and services to City departments in the areas of recruitment and selection, classification and compensation, performance management and discipline, labor relations, workers compensation, benefits administration, medical leaves disability administration, and training.

- Research, compile, analyze and evaluate general and statistical information regarding selection procedures, recruitment methods, equal employment opportunity, classification, compensation, benefits administration and other human resources practices and procedures.
- Prepare a variety of periodic and special reports; collect data, research topics, and gather information in the completion of studies and make recommendations based on studies regarding human resources policies and procedures.
- Monitor and evaluate operations and activities of assigned program responsibilities; recommend improvements and modifications; manage or oversee special projects; prepare various reports on operations and activities.
- Assist and participate in the Human Resources Department's budget preparation and administration; prepare cost estimates for budget recommendations; develop and submit justifications for staff, supplies, and equipment; monitor and control expenditures.
- Plan and conduct recruitment and outreach activities; review and prepare job flyers; develop outreach, publicity and advertising campaigns; review and rate job applications; coordinate and conduct interview panels.
- Participate in maintaining the City classification plan; conduct job analyses and position reviews; develop and/or revise job specifications; prepare and present classification/reclassification recommendations to City Council for adoption.
- Conduct salary surveys and labor market analyses; identify possible compaction issues and internal/external salary alignment; make recommendations regarding salary placement and adjustments for consideration to the applicable Union and/or City Council as needed.
- May participate in investigations of discrimination, harassment, retaliation, and abusive conduct complaints; and prepare investigative reports.
- Advise City departments regarding grievance and/or disciplinary actions; gather and assemble information to prepare disciplinary documents; provide advice and guidance to departments on employee relation matters, and in the interpretation and application of memorandums of understanding, personnel rules, policies and procedures.
- Support the Director of Human Resources with labor relations matters; assist with the collection and preparation of data used in negotiations; may participate in the collective bargaining process, and participate in the meet and confer process on a variety of matters.
- Coordinate and participate in employee training, and provide professional support to departments regarding employee development.
- Assist in planning, coordinating and administering the City's health, dental, vision, disability, life insurance, deferred compensation, and other employee benefit programs; coordinate and participate in annual open enrollment activities; and advise department management regarding issues with these programs.
- Oversee the determination of employee eligibility for health, dental, vision, life insurance, and/or disability insurance plans, retirement programs, and deferred compensation; research and analyze new, existing, and proposed programs for City employees to identify and recommend the most appropriate programs, or necessary changes for existing programs.
- Review and analyze legislative bills and regulatory requirements to determine impact to City human resources programs and services; analyze, interpret, and enforce applicable laws, codes, policies, and regulations; respond to questions or requests for assistance from staff, departments, and the general public.

- Administer and/or oversee processes and procedures to ensure compliance with medical and disability leaves, including the American with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Paid Family Leave, State Disability Integration, and other related laws.
- Assist with managing third party administration of the workers' compensation program, prepare workers' compensation settlement authority requests; participate in the interactive process; coordinate industrial disability retirements when necessary.
- Assist with managing the work of consultants; assist with the preparation of requests for proposals, review bids, interview and recommend the selection of consultants; manage workflow, set expectations and priorities, review outcomes; assist with the negotiation and monitoring of contracts.
- Represent the City and the Human Resources Department to the public and other agencies in a positive and productive manner; prepare and present recommendations to the City Council on behalf of the Human Resources Department.
- Build and maintain positive working relationships with co-workers, other City employees and managers, and the community utilizing accepted principles of effective customer service.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic principles and practices of public sector human resources administration and management, including recruitment and selection, classification and compensation, performance management and discipline, labor relations, workers compensation, benefits administration, medical leaves, disability administration, and training
- California labor relations laws, rules, and regulations
- Recruitment, selection, and job analysis techniques
- Classification, compensation, and benefits analysis and administration techniques
- Applicable state and federal local laws and regulations
- Research techniques, business letter writing, and basic report presentation
- Principles of adult education and learning
- Principles and practices of supervision, training and performance evaluation
- English usage, grammar, spelling, vocabulary, and punctuation
- Business arithmetic and basic statistical techniques
- Records management principles and practices
- Computer applications related to the work, including word processing, database and spreadsheet applications
- Organization and function of public agencies, including the role of a City Council, the Human Resources Department, and appointed boards and commissions
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

Human Resources Analyst II, in addition to the above:

- Principles and methods of position classification, compensation, examination development and administration, performance management, and organizational analysis

- Principles and practices of recruitment, selection, salary and benefit administration, equal employment opportunity, and employee relations within a public agency
- Principles and practices of leave management, workers' compensation, retirement and benefit administration
- Principles and practices of public sector budget development and monitoring.
- Advanced methods of statistical research and presentation
- Principles and practices of supervision, training, and performance evaluations
- City of Rocklin Memorandums of Understanding, Personnel Rules, and other City policies and procedures related to the administration of human resources functions.

Ability to:

- Apply the principles and practices of public sector human resources administration
- Learn to perform a wide variety of human resources activities, ensuring compliance with City policies and procedures, and local, state, and federal laws and regulations
- Analyze work papers and complete special projects; read, analyze, interpret, and evaluate written materials and statistical data
- Learn to analyze technical information, evaluate alternative solutions, determine consequences of proposed actions, and recommend effective courses of action
- Understand and explain Memorandums of Understanding, Personnel Rules, and City policies and procedures
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Respond appropriately, effectively, and promptly to the needs of internal and external customers using principles of good customer service
- Establish and maintain a variety of filing, recordkeeping and tracking systems
- Utilize discretion in the handling and disclosure of confidential information
- Use English effectively to communicate in person, over the telephone, and in writing
- Use computer technology and applications in the performance of daily activities
- Attend, represent the department, and make presentations at Council, interagency committees, and other meetings
- Prepare and present clear, effective, and accurate technical reports
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff in regards to human resources policies and programs
- Make accurate mathematic computations
- Use tact, initiative, prudence, and independent judgement within general policy and legal guidelines
- Establish and maintain effective relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Human Resources Analyst II, in addition to the above:

- Independently perform professional analytical work in support of human resources programs

- Identify, research and respond to questions from other City departments, outside agencies and the public
- Collect, compile and analyze data and develop logical conclusions and sound recommendations
- Independently interpret and apply pertinent local, state, and federal laws and regulations including Personnel Rules, Memorandums of Understanding, and City policies and procedures
- Independently analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement effective courses of action
- Independently interpret and explain human resources programs and policies
- Respond appropriately to complex and sensitive matters

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Human Resources Analyst I:

A bachelor's degree from an accredited college or university in human resources management, business or public administration, behavioral science or a related field

AND

Two (2) years of increasingly responsible human resources experience preferably in the public sector.

Human Resources Analyst II:

A bachelor's degree from an accredited college or university in human resources management, business or public administration, behavioral science or a related field

AND

Two (2) years of increasingly responsible human resources experience equivalent to the duties performed by a Human Resources Analyst I for the City of Rocklin.

GENERAL QUALIFICATIONS

License Requirements

A valid California class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger

dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; and occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds.

Working Conditions

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participate in after hour assignments.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: February 2020