



City of Woodland

HUMAN RESOURCES ANALYST I / II

DEFINITION

To provide analytical support to the Human Resources Department involving recruitment and selection, benefits administration, classification and compensation, training and development, employee and labor relations.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Human Resources Manager. Responsibilities may include supervision of Human Resources professional, technical and clerical staff. Exercises discretion and independent judgment with respect to assigned duties. The Human Resources Analyst I is an entry level position and will perform basic analytical assignments to assist the department. The Human Resources Analyst II is a journey level position and will perform the most complex assignments in support of the department.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Researches, analyzes and prepares reports on a broad range of human resources issues, including salary and benefit surveys, personnel practices, statistical data and other projects. Plans and coordinates all facets of recruitment and selection activities, ensuring fair employment practices are followed. Develops, evaluates and validates selection instruments such as written, oral, and performance examinations. Conduct compensation and classification studies and provide written reports with recommendations. Provide information and assistance to City departments, staff, and the general public on human resources laws, policies, and practices. May analyze legislation and regulations related to personnel programs and recommend a course of action. Assist with the management of City self insured plans. Assist with the resolution of employee complaints. May assist with disciplinary and other such investigations. May prepare background materials for labor negotiations. May assist with departmental policy development. May serve as staff to the City's Personnel Board, in the absence of the Human Resources Manager. Regular and consistent attendance.

OTHER JOB FUNCTIONS

May represent the department before the City Council, community, outside agencies and at professional meetings as requested. Assist with the development and administration of the Human Resources budget. Assist with the coordination and development of City-wide employee training programs. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods and practices of human resources management, local government organization, and administration, including recruitment/selection, classification/compensation, and employee/labor relations. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs, in the area of human resources. Codes, ordinances, resolutions, employment laws, recent developments, current literature and sources of information. English grammar, spelling, punctuation, and vocabulary.

Skill to:

Conduct research and analyze projects and programs. Prepare complete and accurate reports while applying a high degree of independent judgment. Delegate responsibility; schedule and program work on a long-term basis. Communicate effectively, orally and in writing; make effective public presentations. Efficiently operate a personal computer. Establish and maintain effective working relationships with employees and the public.

Ability to:

Collect, compile, and analyze information and data and prepare reports with recommendations. Exercise sound and independent judgment in the solution of personnel problems; understand, interpret and apply personnel rules and regulations. Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status. Deal patiently and tactfully with other employees, department directors, bargaining groups, elected officials, outside agencies, and citizens.

Minimum Experience and Education

Human Resources Analyst I Experience:

One year of technical human resources work experience or closely related field is preferred.

Human Resources Analyst II Experience:

Two years of Human Resource Analyst I experience is preferred. Four years of analytical work experience involving multiple program coordination may be substituted for the two years of Human Resources work experience.

Education:

Bachelor's degree from an accredited college or university with major work in personnel management, public administration, business, psychology or a related field is required.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Council Action: January 29, 2008