

JOB DESCRIPTION

City of Patterson



Human Resources

HUMAN RESOURCES ANALYST

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction, performs a variety of professional level administrative, technical and analytical duties in support of the City's human resource functions including recruitment, selection, classification, wage and salary administration, workers' compensation and other risk management, employer-employee relations, labor negotiations, training, and related functions; provides information and assistance to City employees and the general public regarding human resources activities, policies, and procedures; may supervise or provide lead direction to clerical/administrative staff; and performs a variety of professional tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Human Resources.

This position does not routinely exercise supervision. This position may supervise or provide lead direction to clerical/administrative staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Assist in the coordination and implementation of recruitment and selection activities including announcement development, application screening and evaluation, examination selection and development testing, and candidate certification. Oversee new hire background and reference checks and orientation.

Conduct and implement single class classification and reclassification studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; assist with the development of new and revise existing classification specifications.

Participate in conducting wage, salary and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; compile data and prepare written reports, as required.

Assist in the overall management of the workers' compensation program; review initial workers' compensation claims and determine type of claim to be established; serve as liaison with injured workers, City departments, attorneys, medical providers, and investigators in the management of injured worker claims; work closely with insured employees and department managers regarding return to work issues; prepare statistical reports related to injury claim and expenses.

Assist in the development and implementation of other risk management programs, such as occupational health and safety, and liability; serve as liaison on citywide Safety Committee, co-administering program with other departments and coordinating training.

Provide assistance with employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.

Assist in employer-employee labor negotiations with various bargaining units; conduct a variety of surveys to gather and compile information for negotiation purposes; compile data and prepare various charts and graphs; work with finance to calculate negotiated costs.

Assist in the coordination and implementation of training programs.

Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required.

Update and revise written directives, rules, and regulations and policies as appropriate.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

May supervise other Human Resources staff.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: Principles, practices, and procedures of human resources administration in the areas of employment, compensation and classification, workers' compensation, employee development, training, and benefits administration; principles of city government organization, functions, and management; basic principles and procedures of record keeping; principles and practices of good customer services.

Knowledge of: Operations, services, and activities of a human resources program; resources to sustain current understanding of modern trends and legal issues in the field of human resources management; employment and employee relations issues; methods and techniques of research and analysis of personnel administrative and statistical data; basic labor relations, negotiation processes and employment law; Workers' Compensation and related contract principles and theories; Workers' Compensation claims adjusting, investigation, and administrative techniques necessary to participate in the management of claims from reporting of injury to settlement; business letter writing and report preparation; office procedures, methods, and equipment including computers and applicable software applications; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Perform professional human resources work with minimum supervision; make independent decisions; collect, compile, and analyze information and data; understand and analyze statistical information; make complete and accurate analyses, reports and recommendations in a variety of personnel areas.

Work tactfully with and win confidence and cooperation of other departmental personnel, the public, and outside agencies and organizations; understand and assess needs and strengths of others; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws and regulations.

Prepare clear, concise oral and written reports both narrative and statistical; formulate and conduct presentations to employees, supervisors, and department managers; plan and organize work to meet changing priorities and deadlines; operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility; communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position to explain complex policies and instructions in plain language and communicate effectively with the public, elected officials, executives, other departments, agencies, and government organizations.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older (use only if applicable)

Must successfully pass pre-employment examinations which may include various position related background, fingerprint, reference, medical, physical agility, second language ability, certificate or license verifications.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

MINIMUM QUALIFICATIONS

Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration, finance, industrial relations, or a related field and three years of professional-level experience in more than one functional area related to human resources (*i.e.*, recruitment, selection, classification, compensation, employee/labor relations, benefits and/or retirement). Experience in a public agency setting is desirable.

License: Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California may be required for some positions to perform the essential job functions of the position.

Required Certification: None

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in an office environment.

Physical Conditions: Position requires prolonged sitting and standing; walking, reaching, stooping, twisting, turning, kneeling, bending, grasping, crouching, and making repetitive hand movement in the

performance of daily activities; lifting, pushing or carrying job related equipment of light to moderate weight. Acute hearing is required when providing phone and personal services; normal visual range with or without correction.

NECESSARY SPECIAL REQUIREMENTS

None

CLASSIFICATION

Exempt, Confidential and At Will

Approved: 8/16/16

Revised: 5/28/19