

CITY OF LAKE ELSINORE

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 class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, the Human Resources Analyst 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, employer-employee relations, training, payroll, benefits administration 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.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Analyst is the journey level class and is distinguished from the Human Resources Specialist level by the performance of the full range of duties as assigned, working independently, applying well developed human resources knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Administrative Services. May exercise direct and indirect supervision over assigned staff.

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

- Coordinates and implements recruitment and selection activities including announcement development, application screening and evaluation, selection, testing, and interviews.
- Participates in conducting wage, salary and benefit studies and surveys for the purpose of compensation administration; compiles data and prepares written reports including recommendations for action.
- Assists in the overall management of the workers' compensation program via a Third Party Administrator; submits and reviews initial Workers' Compensation claims; works with injured employees and department managers regarding return to work issues.

- Provides assistance with employee relations issues; consults with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provides information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.
- Assists in conducting intra/intradepartmental training programs and activities; coordinates implementation of training programs with department heads.
- Conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of human resource issues and topics; updates and revises written directives, rules, and regulations and various handbooks as appropriate.
- Conducts new employee orientation and exit interviews; handles and processes all new hire paperwork.
- Enters new employee information into the HR and payroll systems.
- Administers the benefits for all employees; keeps employees up-to-date on benefit changes; enrolls new employees; performs reconciliation of benefit billing.
- Processes the City's payroll; audits and verifies timesheets submitted by department staff; enters time into the payroll system.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources administration.
- Performs related duties as required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A combination of education and experience that has provided the knowledge, abilities, and skills necessary for a Human Resources Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of three years of human resource experience (governmental setting preferred), and a bachelor's degree with major course work in public or business administration, human resources, psychology or a related field.

License/Certificates:

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification and job analysis, compensation and benefits analysis and administration, employee labor relations principles; applicable federal, state, and local laws and regulations; research methods and data analysis techniques; business communications, supervision principles and practices; the uses of standard business computer software.

Ability to:

Analyze problems, evaluate alternatives and make sound, appropriate recommendations; exercise sound independent judgment and initiative within established guidelines; represent the department effectively in meetings; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence, analytical studies and other written materials; interpret, explain and apply City personnel rules, policies and procedures and applicable local, state, and federal legislation; use computer tools and software; exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations; communicate effectively both orally and in writing; and establish and maintain cooperative working relationships.

Skill to:

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