CITY OF SAN CARLOS
ADOPTED CC: 07/11/2011

FLSA STATUS: EXEMPT

HUMAN RESOURCES MANAGEMENT ANALYST

DEFINITION

The Human Resources Management Analyst performs a wide variety of professional human resources tasks and projects relating to recruitment and selection, labor and employee relations, policy research, classification and compensation, training, and Human Resources Information System (HRIS) administration. The incumbent learns to perform increasingly complex analysis, prepares reports and policy documents, exercises leadership skills and establishes effective relationships with a variety of groups and individuals. The incumbent is expected to have an understanding of procedures, policies, and laws dealing with human resources activities; maintain confidentiality; and establish effective relationships with a variety of groups and individuals.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Human Resources Manager. The Human Resources Management Analyst may exercise supervision over clerical employees.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Coordinates project, program, and policy implementation with City departments as assigned.
- Assists with PERS related projects such as contract amendments and establishing retirement tiers
- Assists Human Resources Manager in workplace investigations and employee disciplinary actions
- Manages all aspects of pre-employment process, including medical examinations and fingerprinting; reviews fingerprinting results and makes recommendations to Human Resources Manager, as necessary.
- Manages recruitment and selection activities to include developing recruitment methods; reviewing, selecting and developing selection methods, and participating in the oral board interview process as a facilitator and/or panel member.
- Manages position classification studies; prepares classification specifications.
- Performs compensation and benefit research.
- Performs systems administration for and processes personnel actions into the City's Human Resources Information System (HRIS) and acts a liaison with payroll on behalf of Human Resources and the City.
- Conducts new hire orientation.
- Manages employee benefit administration.
- Researches, recommends, and develops training programs.
- Participates in the delivery of employee training and coordinates training site preparation
- Manages City wide employee training with outside agencies including determination of appropriate target audience for such trainings
- Surveys, compiles, and prepares a variety of reports for labor negotiations.
- Assists with major research or administrative projects; compiles and analyzes data and prepares reports pertaining to personnel, including performance evaluations.
- Assists in the development and implementation of new human resources programs/procedures.
- Interprets and applies rules, MOU's, policies and procedures.
- Establishes and maintains effective working relationships with employees, outside agencies and the public.

- Adheres to Council agenda material deadlines and follows up with the City Clerk’s office on the outcome of resolutions presented to Council for approval.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of principles and practices of public human resources management; health, retirement, and benefit programs; statistics; and correct English usage, including grammar and vocabulary. Knowledge of human resources policies and procedures relating to recruitment, selection, compensation and related areas.

Ability to effectively coordinate a wide variety of tasks related to human resources programs; maintain confidentiality; and work effectively with staff from a variety of City departments; exercise sound professional judgment; effectively communicate both orally and in writing; prepare clear, concise and logical reports; and build credibility and establish trust among co-workers and management. Ability to give general interpretations regarding human resources programs and City policies to employees, departments, outside agencies, and the general public; and perform human resources work with minimal supervision.

Skills to provide varied, responsible and technical human resources support to the Human Resources Manager; use initiative and independent judgment within established guidelines; use tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of work; analyze and resolve human resources-related issues and problems; research, compile and summarize a variety of labor relations subjects; and organize work, set priorities, meet critical deadlines and follow up on assignments with minimum supervision.

EDUCATION AND TRAINING

A typical qualifying background would be the equivalent of a Bachelor's Degree from an accredited college or university with major study in human resources, business or public administration or a closely related field, supplemented by specialized human resources training. Five years of increasingly responsible human resources related experience is required. In addition, a Master's degree and experience in general human resources administration in a public setting is desirable.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to work in a standard office environment; ability and dexterity to operate a computer; to hear alarms, voices and telephones; to read; to reach; to sit for extended periods of time.