

JOB DESCRIPTION

JOB TITLE: Human Resources Analyst

JOB NO: PM080212

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

The Human Resources Analyst will be responsible for performing a variety of duties related to the functions of HR, as assigned, including compensation and payroll, benefits, employment, information systems, and training; will provide general support to Human Resources staff; and will assist citizens and City employees with HR related matters.

SUPERVISION

General supervision is provided by a Human Resources Supervisor or Human Resources Senior Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Perform a wide variety of HR duties, as assigned, that may include assisting the department in the following areas:
 - *Employment* – Conduct preliminary interviews to ensure application packets are complete; oversee the development and implementation of the computerized employment system; coordinate Exit Interviews
 - *Benefits* – Provide assistance with employee benefits communications; assist with request for proposals; conduct and complete a variety of benefit surveys, research and analysis. Provide backup support to the HR Specialist-Benefits. Maintain detailed monthly claims data in summary format in Excel or Access. Plan and implement open enrollment for various benefit programs. Act on behalf of employees to resolve benefits issues with vendors. Coordinate and conduct new employee orientation and perform other training duties as assigned.
 - *Compensation* – Conduct and complete a variety of salary surveys; recommend salary adjustments; develop and modify job descriptions; analyze and recommend appropriate action for job reclassification requests; recommend monetary and non-monetary incentive programs. Maintain Employee Pay Plan and Metroplex Salary Survey Website.
 - *Information Systems* – Research and recommend utilization of technology to make operations more efficient and effective; monitor and make recommendations to HR's data on the City's intranet and internet sites.
 - *Training* – Assist with development and delivery of a wide variety of training programs.
 - *Payroll* – Provide backup assistance with payroll functions, system entry and legal regulatory compliance.

- *Employee Relations* – Assist Employee Relations Manager in partnering with Supervisors in coaching, disciplinary action, performance management, best practices and policy and legal regulatory compliance.
 - *Civil Service* – Oversee Civil Service testing for entry-level positions as well as promotional testing; develop and maintain computerized Civil Service employment systems; ensure application packets are complete;
3. Prepare, analyze and evaluate a variety of HR data for presentation to City departments and HR staff.
 4. Analyze the various functions of HR and make recommendations to improve the effectiveness and efficiency of HR operations.
 5. Compose, prepare and review a variety of reports, memorandums, presentations and documents as assigned; distribute reports for review and use by HR staff.
 6. Provide HR information and assistance to managers, employees and the general public.
 7. Keep abreast of the latest developments in the HR field.
 8. Work as a cooperative and supportive member of the HR team.
 9. Drive to and from destinations as assigned by Supervisor.
 10. Provide the best possible customer service to the general public and employees.

OTHER DUTIES AND RESPONSIBILITIES

1. Schedule and participate in various activities, operations, projects and meetings as assigned.
2. Prepare and present information and reports in formal staff and committee meetings.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree preferably in human resources administration or related field.

EXPERIENCE

None required.

LICENSES AND CERTIFICATES

None

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, theory and practices of the various functions of HR management.

Statistical procedures used in HR.

Pertinent federal, state and local laws, codes and regulations pertaining to HR management.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computer and related equipment.

Various types of software packages and their applications, including Microsoft Word, Excel, PowerPoint, Access, Outlook, and Internet Explorer.

English usage, spelling, grammar and punctuation.

Advanced business letter writing and report preparation.

Skill in:

Preparing reports, graphs and spreadsheets.

Performing analysis on a wide variety of HR related issues.

Operating a variety of office equipment including computers.

Ability to:

Tactfully respond to requests and inquiries from managers, employees and the general public.

Perform assignments as directed and in a timely fashion.

Conduct advanced research regarding a variety of topics.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Assist co-workers as needed on a variety of assignments.

Maintain positive relationships among co-workers.

Maintain the confidentiality of information.

Organize work for appropriate and timely completion.

Effectively organize time, information and data.

Compose, prepare and review a variety of specialized correspondence and reports.

Work independently in the absence of supervision.

Consistently report for work "on time" and work hours as required.

Communicate clearly and concisely, both orally and in writing.

Identify issues and effectively problem solve.

Insure operational processes are efficient.

Maintain a record of consistent attendance.

Pass a medical physical examination and drug test.

Meet the City's driving standard.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *frequently required to stand, sit, and walk for extended periods of time*
- *occasionally lift and carry objects weighing up to 24 lbs.*

Director of Human Resources

Date

Manager of Human Resources

Date

Immediate Supervisor

Date

DATE ISSUED: December 2000

REVISION DATE: July 2002; May 2004; November 2005