City of Woodland

HUMAN RESOURCES ANALYST I
HUMAN RESOURCES ANALYST II
SENIOR HUMAN RESOURCES ANALYST

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 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 more complex assignments in support of the department. The Senior Human Resources Analsyt performs the most complex assignments with minimal detailed instructions or guidance.

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, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present.

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 citywide employee training programs. Perform other duties as assigned.

QUALIFICATIONS

Human Resources Analyst I/II

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 (1) year of technical human resources, work experience or closely related field is preferred.

Human Resources Analyst II Experience:
Two (2) years of Human Resource Analyst I 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.

Senior Human Resources Analyst
In addition to the Human Resources Analyst I/II

Knowledge of:
Principles and practices of collecting and comparing data and benefit information. Method for establishing valid written/oral examination. Federal, state and local legislation that affect employment. Principles of supervisor and training.

Skill to:
Review job classification and desk audits to ensure that employees are working in the appropriate level. Develops, analyzes, evaluates and administers written and oral performance examination and other selection instructions. Conducts in service training. Serves as the City representative on committees such as the safety committee, etc. Analyses the effect of new or administrative laws that effect employees. Provides professional and technical advice and assistance to line departments on human resources issues.

Ability to:
Strong Communication skills, both oral and written. Meet time deadlines. Work under pressure. Exercise independent judgment

Minimum Experience and Education

Senior Human Resources Analyst

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

Experience:
Six (6) years of experience as a Human Resources Analyst II or comparable position with at least two (2) of these years with the City of Woodland as a Human Resources Analyst II. Direct supervisory responsibility may substitute for two (2) year of the six years of required experience.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: September 5, 2017