

## CITY OF BRISBANE

### SENIOR HUMAN RESOURCES ANALYST

#### **Definition**

Under the general supervision of the Administrative Services Director, performs a wide variety of routine and complex administrative, technical and professional work in analyzing and administering various components of the City's Human Resources system, including but not limited to, recruitment and selection, labor relations, training, benefits administration, employee relations, job analysis, classification and compensation, employee recognition, and provides technical assistance on complex and sensitive issues to the Administrative Services Director and to other management staff.

#### **Class Characteristics**

This is a professional-level human resources generalist position in which incumbents perform routine and complex administrative and technical human resources work under general supervision, where assignments are subject to infrequent review while work is in progress and upon completion. This position uses independent judgment and analytical abilities, which require sound grounding in human resource fundamentals, as well as the ability to independently solve human resource problems of moderate difficulty. Strong written, verbal, interpersonal and human relations skills are essential for incumbents assigned to this classification. This position regularly performs routine and specialized day-to-day human resources office support work. This position is responsible for supervising and providing direction to clerical support staff.

#### **Examples of Duties** (Illustrative Only)

- Provides recruitment and selection services to all City departments, including administration of all components of the selection process.
- Works with department managers to obtain input on recruitment needs, selection methods, and examination content.
- Performs statistical research, analyses and reports regarding human resources department functions and program areas.
- Interprets rules, regulations, laws and policies relating to employee relations and general human resources functions.
- Works with departments on personnel issues, staffing needs, and interpretation of personnel policies, procedures and memoranda of understanding.
- Answers requests for information from employees, department managers, retirees, outside agencies and the public.
- Analyzes occupational data and develops written summaries, such as job descriptions and specifications.
- Reviews proposals for new or revised classifications and makes recommendations for appropriate salary.
- Participates in salary surveys to determine the organization's market relationship.
- Researches and keeps current on pertinent information and developments in all areas of human resources.
- Provides assistance to the Administrative Services Director in the development and implementation of programs, policies, and procedures.
- Performs routine and specialized day-to-day office support work, which requires detailed knowledge of human resources department policies and procedures.
- Prepares correspondence, forms and specialized documents and attends to a variety of administrative duties; performs all other related duties as required or assigned.

## **Qualifications**

### **Knowledge of:**

- Principles, practices, and techniques of public human resources administration applicable to a variety of human resources functional areas, including recruitment and selection, classification, salary administration, and employee relations.
- Research techniques and practices, including statistical concepts and methods.
- Laws, regulations, municipal codes, ordinances, and resolutions relating to human resources functions.
- Principles, practices, and concepts of human resources in a public agency setting.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter and report writing and the standard format for reports and correspondence.
- Computer applications related to work, including spreadsheet, word processing, and database applications.
- Records management principles and practices.
- Basic functions and activities of municipal government.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.
- Principles of management, supervision, training, and employee development.

### **Ability to:**

- Acquire a thorough knowledge of policies and regulations for the human resources department, the City, and other applicable agencies.
- Provide accurate interpretations of policies and regulations.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Establish, maintain, and research City and human resources department files.
- Develop written presentations and reports, which include drawing conclusions and making recommendations.
- Establish and maintain effective working relationships with applicants, employees, City officials, bargaining units, and the general public.
- Understand and follow directions.
- Organize own work, set priorities, and meet critical deadlines; use initiative and independent judgment within established procedural guidelines; plan and organize responsibilities so that reports are produced in a timely and accurate manner; exercise independent judgment; and make sound decisions.
- Accomplish work with a minimum of supervision and with only general direction.
- Maintain confidentiality of sensitive information and records.
- Assist directing the work of others on a project or day-to-day basis; train others in work procedures.

### **Skill in:**

- Preparing and administering job descriptions, announcements, and examinations.
- Analyzing human resources programs and systems.
- Word processing and database management with speed and accuracy sufficient to perform assigned work.

**Education and Experience:**

*Any combination of experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in personnel administration, business administration, public administration, or a related field. Experience beyond that required below in a professional or support capacity in a human resources office may be substituted for the required education on a year-for-year basis.

**Experience:**

Three years paid, full time experience involving progressively responsible administrative human resources work. Human resources work in a public agency setting is highly desirable.

**Licenses:**

Possession of or the ability to obtain an appropriate, valid California driver's license, and have a satisfactory driving record.

**Working Conditions:**

Work in a standard office environment, and in the field at times to conduct recruitment, testing, training, and benefits administration. The ability to travel from different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

**Physical Demands:**

Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; lift and carry 35 pound boxes, files, and materials.

Approved Date: April 5, 2004  
Resolution: 2004-16

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Resolution:

Bargaining Unit: Confidential Employees  
Resolution: 2004-17

Former Titles:

Abolished: