

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: HUMAN RESOURCES ANALYST

DATE: 7/1/2022

JOB CODE: 51842

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to perform highly responsible and complex professional and analytical work in a variety of human resources program areas including, but not limited to: recruitment and selection, classification and compensation, employee benefits, training and development, employee/labor relations, and special programs; assist in coordinating and communicating organizational human resources activities; exercise regular and substantial independent judgment and procedural knowledge in performing work requiring critical thinking in the interpretation of rules, regulations, procedures, policies, and guidelines; may perform lead and training duties; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst is the advanced journey level class in the Human Resources series. Work involves responsibility for the application of professional knowledge and skills to various human resources programs and problems. This class is distinguished from the Human Resources Specialist by the difficulty and complexity of work, technical nature of assignments, and performing work involving research, analysis, and preparation of sound recommendations and further distinguished from the Human Resources Coordinator by the latter classification's responsibility for managing programs, resources, and staff in the Human Resource section. Incumbents perform diverse and complex support work requiring technical or in-depth knowledge and training in Human Resources functions and programs, requiring application and understanding of this specialized and technical area. Incumbents are required to exercise substantial and regular independent judgment in performing work assignments, to carry out their responsibilities with initiative and creativity exercising sound professional judgment and problem-solving skills, to handle and prioritize multiple high-level technical responsibilities independently, and possess substantial knowledge and understanding of the functions of the organization and Human Resources in performance of work assignments. Supervision and direction are received from the Human Resources Manager. May perform lead and training duties for subordinate staff and may act in the Absence of the Human Resources Manager.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City Department staff;

- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Conduct technical research and prepare specialized reports for presentation; develop procedures and maintain complex and detailed records;
- Recommend and assist in the implementation of office programs and related technical practices, procedures, and policies;
- Interpret and explain policies, procedures, and regulations to Department management, staff, and the public; analyze proposed legislation and regulations for impacts on Human Resources programs and policies and make recommendations for required changes;
- Maintain various confidential employee records;
- Evaluate changes to bargaining unit memoranda of understanding and recommend any necessary changes to Human Resources policies and procedures; prepare staff reports and resolutions for Board approval; consult with employees and their representatives and assist in the resolution of routine disputes and contract interpretations;
- Participate in the processing of personnel actions and updating of Payroll/Human Resources systems;
- Speak before internal and external groups concerning Human Resources matters;
- Participate in special projects and training as assigned;
- Prepare and/or deliver orientation programs, training programs, and other related workshops;
- Prepare recruitment plans, job announcements, and advertising strategies; meet with division representatives to evaluate job skill and recruitment needs for specific classifications; plan and implement recruitment strategies and programs, including outreach initiatives and new techniques; represent the Department at job fairs and other events; ensure that all phases of recruitment comply with applicable federal, state, and local laws regulations, and guidelines; respond to applicant questions and concerns; answer inquiries regarding employment opportunities with the Department;
- Review and evaluate applications and determine applicant eligibility;
- Schedule interview panels; develop and/or review interview questions; participate on interview/selection panels;
- Work closely with Civil Service in the administration of exams and certification of eligibility lists to divisions/sections; determine and assist in the development of appropriate written, oral, and/or performance evaluation programs;
- Coordinate open enrollment and communicate benefit plan and cost changes to the organization;
- Assist in and conduct position classification studies; audit and prepare new or modified job analysis documents and/or class specifications; assist in or conduct surveys and studies regarding compensation and other Human Resource management issues; perform analyses and make recommendations; compile recruitment and retention data and recommend strategies for improvement; respond to surveys from other organizations;
- Provide assistance with employee relations issues; consult with managers/supervisors and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; investigate the less difficult employee complaints;

- Assist in employer-employee labor negotiations by conducting a variety of surveys to gather and compile information for negotiation purposes, compile data and prepare various charts and graphs;
- Attend Civil Service meetings for approval of personnel items;
- Coordinate training programs, including identifying recurring training needs; arrange for trainers and work with trainers to ensure Department needs and expectations are addressed;
- Administer Service Award program;
- Assist with administration of workers' compensation program, including processing and maintaining records;
- Participate in organization and staffing studies for the Department;
- Stay abreast of new trends and innovations in the field of human resources administration;
- Perform Human Resources Specialist duties in his/her absence and as workload requires;
- Perform related duties as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of human resource administration including recruitment and selections, benefits administration, employer-employee relations, classification and compensation administration, and related functions;
- Methods and techniques of research and analysis of personnel administrative and statistical data;
- Basic principles and applications of critical thinking and analysis;
- Policies, procedures, ordinances, and resolutions governing human resource activities, conditions of employment, and employee benefits;
- English usage, spelling, grammar, and punctuation;
- Basic public relations techniques;
- Basic math;
- Applicable federal, state, and local laws, regulations, and ordinances;

Ability to:

- Plan, organize, and implement programs and related activities;
- Develop and implement Department/section goals, objective, policies, and procedures; analyze and recommend strategies to improve effectiveness of operation;

- Understand, interpret, and explain the application of policies, procedures, and requirements pertaining to areas of responsibility;
- Apply critical thinking skills and analysis in completing assignments;
- Use critical thinking techniques effectively;
- Analyze problems, evaluate alternatives, and make sound, appropriate recommendations;
- Exercise sound independent judgment and initiative within established guidelines;
- Compile and maintain accurate, concise, and complex records, files, and financial information;
- Establish and maintain a variety of personnel and related records requiring confidentiality and security;
- Accurately communicate information and policies to employees;
- Communicate clearly and concisely, orally and in writing;
- Develop and deliver training programs and workshops on a variety of human resources related topics;
- Represent the Human Resources section effectively in meetings;
- Prepare clear, concise, and accurate analytical reports, correspondence and other written materials;
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations;
- Assist administrative and professional staff in a wide range of human resource management issues;
- Provide administrative support in the labor negotiation process;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Implement new regulatory requirements for Human Resources programs;
- Make sound independent decisions;
- Effectively use job advertising resources, methods, and techniques;
- Plan and organize work to meet changing priorities and deadlines;
- Operate a variety of office equipment including computers and supporting word processing, spreadsheet, and database applications;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, public or business administration, or a closely related field. Two (2) additional years of the required experience may substitute for two (2) years of the required education on a year for year basis.

AND

Experience: Three (3) years of progressively responsible human resources experience equivalent to a Human Resources Specialist at San Bernardino Municipal Water Department.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Human Resources Analyst

To: Human Resources Manager

Job Description:

Board Approved:

1/20/2015

Rev:

6/28/2022

Testing Standards: App Review/Supp App Review