JOB SUMMARY: Under general supervision, provides professional-level support and analysis to a wide variety of Human Resources programs including staffing, human resources information systems (HRIS), classification/compensation, employee relations, labor relations, and equal employment opportunity; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its professional-level support to the Senior Human Resources Analysts and Human Resources Director in the administration of the City's Human Resources programs. It is assigned complex projects requiring independent analysis and makes recommendations related to matters of significance to the organization.   It is distinguished from Human Resources Technician by the latter's focus on coordination of less technical human resources activities such as recruitment processes, personnel action forms, and family leave requests. It is distinguished from Senior Human Resources Analyst by the latter's supervisory responsibility for assigned programs and staff and highly complex assignments.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Conducts job analyses; prepares and updates classification specifications; conducts classification studies and makes recommendations regarding appropriate classifications.
2. Meets with agency and departmental representatives to review personnel needs and concerns; discusses position requirements and employee development goals.
3. Designs and conducts salary and benefit surveys; analyzes and presents survey data; makes recommendations regarding compensation adjustments.
4. Analyzes recruitment methodology for hard-to-fill positions and develops innovative marketing and recruitment plans; analyzes testing methodology and recommends and develops or revises testing processes; conducts complex recruitments.
5. Administers HRIS systems; writes queries and prepares reports; analyzes current processes and recommends improvements; works with information technology staff to implement new and revised systems.
6. Monitors long-term leaves of absence; coordinates with departments and employees to ensure effective implementation of leave of absence policies.
7. Assists in developing human resources' policies and procedures; prepares memoranda of understanding and compensation and benefits profiles; interprets and explains policies and procedures to applicants, employees, and departmental staff.
8. Conducts investigations of grievances, discrimination complaints, and misconduct/performance issues; makes recommendations for appropriate action; prepares required documentation and responses.
9. Researches, prepares statistics, and provides analysis and recommendations related to equal employment opportunity, air quality compliance, labor relations, and other programs.
10. Assists in the administration of the City's employee benefits program, including medical, dental, life, vision, flexible spending accounts, deferred compensation and disability insurance plans; answers inquiries relating to various City benefits.

11. Coordinates new hire benefits information; reviews, verifies, prepares, processes, and ensures timely submission of health enrollment forms, medical and dental forms, disability claims, and other related forms and documents.
12. Assists in coordinating the annual benefit open enrollment process.
13. Coordinates Citywide training programs with consultants and/or in-house instructors; tracks training programs and activities.
14. Administers programs related to ADA, FLSA, AQMD and retirement.
15. Assists the Human Resources Director and Senior Human Resources Analysts with a variety of administrative studies and analyses.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to an bachelor's degree from an accredited college or university with coursework in business or public administration, human resources, risk management, or a related field.

EXPERIENCE: Three years of experience in human resources, employee benefits, risk management, or related field.

KNOWLEDGE OF:
- Principles and practices of human resources administration.
- Principles and practices of human resources information systems.
- Applicable federal, state, and local laws, codes, and regulations.

ABILITY TO:
- Analyze and evaluate human resources program needs and requirements.
- Interpret and ensure compliance with applicable policies, procedures, and regulatory requirements.
- Research and compile statistical and financial data.
- Deal effectively with employees, applicants, and management staff.
- Prepare and submit required state and federal reports.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:
- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:
- N/A

SPECIAL REQUIREMENTS:
- N/A

DESIRABLE:
> N/A

ADDITIONAL INFORMATION:

FLSA Exemption Status:	Exempt
Employee Unit:	#1, Specialized Confidential
Job Family:	Human Resources
Class Progression:	Human Resources Director
	Senior Human Resources Analyst
	Benefits Supervisor
	Human Resources Analyst
	Human Resources Technician
Reports to:	Senior Human Resources Analyst
Supervises:	N/A

CLASS HISTORY:

Date Class Established:	02/21/2006
Revised Dates / Reason:	08/06/14 / Additional duties
Previous Title(s):	N/A
Approved By HR Director:	_[signature]_
Date Approved:	8/8/14