



## CITY OF ALBANY HUMAN RESOURCES ANALYST

Under direction, performs a variety of professional activities in support of the City's human resources activities including recruitment and selection, job analysis, classification and compensation plan administration, workers' compensation, and labor relations; coordinates assigned activities with other City departments and outside agencies; provides assistance to management and City employees; provides responsible and complex administrative support to the Human Resources Director; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Human Resources Director. Exercises lead direction to paraprofessional, technical, and/or support staff.

### **Class Characteristics**

This job class functions at the journey level of job performance responsible for performing a wide variety of professional level duties. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **Examples of ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Designs and implements recruitment programs to obtain qualified candidates by preparing job announcements, advertisements, and other recruitment materials; screens applications for qualifications; coordinates, designs, and administers job-related selection procedures, including application reviews, written and performance tests, and interviews and assessment techniques.
- Conducts organizational and classification studies; audits and prepares new or modified job analysis documents and class descriptions.
- Collects compensation and benefit data and prepares analyses and reports.
- Provides classification, compensation, and benefits information to other organizations.
- Assists in implementing equal employment opportunity policies and programs.
- Collects information and may serve as backup during negotiations with employee organizations and/or for grievance proceedings.
- Confers with and interprets policies, procedures, and regulations to City staff and the public.
- Assists operating departments and employees on matters pertaining to City personnel policies and practices, including leave policies, benefits administration, recruitment activities, compensation policies, and other employee concerns.
- Coordinates the examination and handling of unemployment, disability, and workers' compensation claims.
- Serves as staff for the Civil Service Board; prepares and presents staff reports and other necessary correspondence.

- Provides professional, technical and administrative support to the Human Resources Director; prepares staff reports and implements projects.
- Researches and prepares technical administrative reports and studies; prepares written correspondence as necessary; provides periodic reports on activities; attends City Council and other meetings as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources management.
- Performs related duties as assigned.

**Knowledge of:**

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic labor relation principles and practices in a collective bargaining environment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Effective methods of communication both verbal and written.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Design effective recruitment programs to obtain qualified candidates.
- Develop valid and effective selection procedures.
- Conduct classification, organizational, and compensation studies.
- Analyze technical information, evaluating alternatives and make sound independent judgments within established guidelines.
- Interpret and apply laws, regulations, and policies.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate records and files.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

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

A Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, or a related field, and two years of increasingly responsible professional experience in human resources. Prior experience in public human resources and/or human resources within a unionized environment is preferred.

**Licenses and Certifications**

Valid California Driver's License.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects of light to moderate weight with the use of proper equipment.

**Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirements:**

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.