

CITY OF RIALTO

Approved by City Council:
FLSA Exemption Status: Exempt
No

Group: Mid-Management/Confidential
DOT Participant:

SENIOR HUMAN RESOURCES ANALYST

*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.*

DEFINITION

To lead, oversee, and participate in the more complex and difficult work of staff responsible for performing a variety of professional level administrative, technical, and analytical duties and responsibilities in support of the City's human resources functions including benefits administration, classification and compensation administration, employer-employee relations, recruitment and selection, and related functions; to ensure work quality and adherence to established policies and procedures; to provide information and assistance to City employees and the general public regarding human resources activities, policies, and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced lead level class within the Human Resources series. Employees within this class possesses expertise in multiple functional areas of Human Resources and perform the most complex duties and responsibilities assigned to classes within the series. Further, the senior level has direct responsibility for, and oversight of, one or more functional areas. The work frequently requires attending meetings, coordination with other departments, conducting training, and problem resolution. Assigned duties and responsibilities will require work to be performed during and outside of normal office hours, weekends, and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Human Resources and Risk Management.

May exercise lead direction over Human Resources/Risk Management Analysts, Human Resources Specialists, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following [duties may vary depending on area(s) of assignment]:*

Essential Functions:

1. Lead, plan, and review the work of staff responsible for performing a variety of professional level administrative, technical, and analytical duties and responsibilities in support of the City's human resources functions including benefits administration, classification and compensation, employer-employee relations, recruitment and selection, and related functions; perform the most technical and complex tasks of the work unit.
2. Train assigned employees in their areas of work including proper work methods, procedures and techniques.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

4. Participate in the preparation and administration of assigned program budget; review and approve expenditures.
5. Maintain the City's classification and compensation plan; develop and implement classification and compensation plan maintenance strategies and procedures; develop and implement classification and compensation recommendations.
6. Conduct compensation analyses; oversee and participate in compensation data collection; respond to survey requests of other organizations and agencies; ensure the accuracy of all data analysis.
7. Administer the employee salary range structures; recommend salary range placement for new employees; review and advise management staff regarding appropriateness of yearly employee salary adjustments.
8. Conduct job analyses of City positions for purposes of classification and compensation level reviews; review and analyze job analysis questionnaires, and other documents; conduct employee interviews and audit work methods, procedures, and products.
9. Administer the City's Fair Labor Standards Act designations of exempt and non-exempt positions.
10. Monitor and ensure compliance of classification and compensation procedures and practices with the City personnel rules and regulations, and memorandums of understanding; review and interpret City policy and advise department managers, employees and subordinates.
11. Oversee and participate in the coordination of a variety of benefits programs and services, including medical, dental, vision, life, voluntary insurance plans, disability, leaves, and retirement plans offered through a variety of carriers, providers and third-party administrators; prepare and reconcile billing to various benefits vendors; evaluate program effectiveness and recommend changes; revise and edit benefits plan documents to incorporate legislative and negotiated changes to ensure compliance with relevant codes and regulations.
12. Administer the City's deferred compensation plans; manage activities of the City's deferred compensation committee and coordinate various plans with plan administrators; promote voluntary program participation and oversee development of marketing materials; counsel employees on retirement programs and options.
13. Lead and conduct planning and implementation of open enrollment; develop and distribute benefits plan descriptions, promotional materials and notices in compliance with legal and regulatory requirements; explain, interpret, and counsel employees regarding employee benefit plan coverage, eligibility for benefits, and claims procedures.
14. Lead and coordinate the City's annual health and benefits fair; arrange for carrier and vendor participation; meet with insurance providers; prepare communication materials; make logistical arrangements with other department and City staff; oversee activities during the benefits fair.
15. Participate in conducting new employee orientations and facilitate employee exit interviews.
16. Serve as the liaison with a variety of benefits service providers; monitor and evaluate service provider performance; develop measurement criteria to evaluate vendor effectiveness.
17. Investigate employee Equal Employment Opportunity (EEO) complaints including interviewing

CITY OF RIALTO**Senior Human Resources Analyst (Continued)**

- witnesses, gathering facts and evidence, reviewing records, analyzing data, making determinations, and preparing reports; collaborate with legal counsel and department management.
18. Receive inquiries from Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH) regarding complaints filed with those agencies; coordinate the response process with the City Attorney and affected departments.
 19. Provide assistance with employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.
 20. Participate in the preparation of background data and materials including collection of data, analysis, and preparation of recommendations concerning wages, benefits, and working conditions in a variety of labor markets for use in labor negotiations; participate in labor negotiations as assigned.
 21. Implement terms and conditions of labor agreement changes as they occur; provide City staff with an accurate and consistent interpretation of the intent of labor agreement provisions; participate in meetings with labor representatives to discuss operating changes that may impact bargaining units; periodically review labor agreement administration by City departments to ensure accurate and consistent adherence to the terms and conditions of the agreement.
 22. Attend and participate in pre-disciplinary meetings, grievance hearings, and arbitrations.
 23. Prepare and/or assist in the preparation of disciplinary documents, grievance responses, settlement agreements, and letters of understanding.
 24. Participate in the City's recruitment and selection activities; review and approve recruitment plans; ensure that decisions are made in accordance with merit system principles and are in compliance with applicable laws, regulations, rules, and bargaining agreements; conduct the more difficult recruiting and examining for sensitive or high level positions; participate in the negotiation of total compensation packages with high ranking managers.
 25. Develop, coordinate, and participate in marketing and outreach efforts; advise staff on appropriate and effective advertising for specialized or difficult recruitments.
 26. Conduct inter/intradepartmental training programs and activities; coordinate implementation of training programs.
 27. Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required; update and revise written directives, rules, and regulations and various handbooks as appropriate.
 28. Conduct research and develop new City policies, administrative regulations, and personnel rules; oversee and participate in the preparation of resolutions and motions for City Council adoption.
 29. Monitor State and Federal legislative changes on employment related laws and regulations; initiate recommendations and develop policies and procedures which are compliant with any changes in law.
 30. Develop and participate in the preparation of requests for proposals; interview and recommend to the Director of Human Resources and Risk Management the selection of contractors; prepare and ensure compliance with contracts by consultants and contractors.

31. Serve as liaison for assigned functions with other divisions, departments, and outside agencies; analyze problems and resolve sensitive and controversial issues.
32. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
33. Provide staff assistance to the Director of Human Resources and Risk Management; conduct a variety of organizational studies, investigations, and operational studies; recommend modification to City programs, policies and procedures as appropriate.
34. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources; incorporate new developments as appropriate into programs.
35. Respond to citizen inquiries and resolve difficult and sensitive complaints.
36. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations and functions of municipal government.
- Operations and activities of a human resources programs and services.
- Principles of lead supervision and training.
- Advanced principles and practices of human resources administration including recruitment and selection, benefits administration, employer-employee relations, classification and compensation administration, and related functions in a public sector environment.
- Basic principles and practices of budget preparation and administration.
- Techniques related to classification and compensation plan administration.
- Methods and procedures of statistical analysis and compensation quantitative methods.
- Techniques of job analysis.
- Resources to sustain current understanding of modern trends and legal issues in the field of human resource management.
- Advanced methods and techniques of research and analysis of personnel administrative and statistical data.
- Principles of city government organization, functions, and management.
- Labor relations, negotiation processes and employment law.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations.
- Basic principles and procedures of record keeping.
- Business letter writing and report preparation.
- Principles and practices of customer service.
- Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult tasks.
- Coordinate and direct assigned human resources programs.
- Recommend and implement goals, objectives, policies and procedures for providing human resources services.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Maintain and administer a complex classification and compensation plan.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new program techniques, methods and procedures.
- Gather, display and analyze statistical data.
- Develop reports and recommendations.
- Conduct job audits and analysis.
- Respond to personnel related requests and inquiries from City employees and the general public.
- Plan and organize work to meet changing priorities and deadlines.
- Problem solve.
- Understand employer-employee relations methods and procedures.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the department.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Four (4) years of increasingly responsible professional human resources generalist experience, including experience in three or more of the following functions: benefits administration, classification and compensation administration, employer-employee relations, recruitment and selection, and related functions.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Human Resources, Public Administration, Business Administration, Organizational/Industrial Psychology, or a related field.

Licenses and Certifications

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

WORKING CONDITIONS

The work environment characteristics and physical/mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents will be exposed to outdoor environmental elements on a limited basis.

Physical Demands:

Must possess mobility to work in a standard office setting including use of standard office equipment, including a computer; to operate a motor vehicle; to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Must be able to sit for prolonged periods of time. 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 up to 25 pounds.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

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