

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

HUMAN RESOURCES ANALYST

DEFINITION

Perform professional, entry level work in the City's Human Resources Department, including all aspects of recruiting and testing, administering departmental and City policies and procedures, researching, analyzing and reporting, writing and editing and assisting with City-wide training; may supervise clerical staff and undertake related work as required.

EXAMPLES OF DUTIES

Under direction, perform full range of recruiting and testing for municipal government Civil Service and At-Will positions which includes but is not limited to advertising, screening applications for employment, proctoring written and performance examinations, securing oral examination board members and monitoring oral examinations as necessary. Maintain Affirmative Action statistics for City workforce including rosters and training summaries, applicant-flow data, and preparation of the EEO-4 report and other statistical reports as necessary. Research and recommend human resources policy, assist in preparation of and response to employment practices surveys and draft correspondence to employees and the public as necessary. Assist with preparation, presentation and administration of departmental budget. Edit the employee newsletter. Assist other staff with special projects such as Employee Service Awards and represent department on citywide committees.

MINIMUM REQUIREMENTS

Knowledge of: Human Resources principles and procedures; practices and protocols of research, analysis and interpretation of data; appropriate grammar, spelling, and style in written and oral communication; basic business math and effective, professional interpersonal skills.

Ability to: Organize work and meet on-going deadlines accurately and efficiently. Use initiative, creativity and good judgement in carrying out assignments. Prepare effective written documents and prepare and deliver appropriate oral presentations for varied audiences. Establish and maintain cordial working relationships with other employees at all levels. Deal courteously and effectively with the public. Use word-processing, spreadsheet and desktop publishing programs on a personal computer, creating finished documents. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to

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supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from a four-year college or university with a Bachelor's Degree in Business Administration, Human Resources Management, Public Administration or Policy, Organizational Development, Education or Liberal Arts with major coursework or concentration in Human Resources-related subjects.

Experience: Two years of full time public-contact experience. Experience in an office or educational setting with employment emphasis, employee/public contact, and supervision is desirable.

License: Possession of a valid Class C California Driver's License.

R: 02/07