

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction of the Director of Human Resources, performs professional, confidential and journey level work in support of human resources functions and programs including recruitment and selection, training and development, employee health, welfare and safety, classification and compensation, labor and employee relations, and employee recognition and communication; may supervise clerical staff and undertake related work as required.

EXAMPLES OF DUTIES

Plans, coordinates, and implements a variety of Human Resources program areas such as recruitment and selection, training and development, employee health, welfare and safety, classification and compensation, performance management, event coordination and employee communication. Plans, conducts and administers recruitment selection processes, responds to and maintains frequent, sensitive and critical contacts with public and private agencies, other departments, professionals and officials. Answers inquiries by phone or mail; investigates and resolves complaints or provides information; explains departmental or City procedures; exercises judgment in giving information and proper disposition of problems; prepares variety of written documents and reports including job specifications, job and training announcements, examinations, correspondence and reports. Researches and recommends Human Resources policy, assists in preparation of and response to employment practices surveys and drafts correspondence to employees and the public as necessary. Assists with preparation, presentation and administration of departmental budget. Completes pre-employment screening process, including background check and livescan. Administers employee benefits programs including, health and retirement benefits, and responds to employee inquiries regarding health and welfare benefits, forms and records including oversight of federally required continuation eligibility. Conducts new employee benefits orientations. Maintains 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.

Facilitates training and workshops for employees; serves as City's liaison with the County Training Consortium; conducts new employee onboarding program. Serves as an ex-officio member of and a resource to the City's Safety & Wellness Committee; works with City departments to prevent accidents by assisting them in developing their own safety programs, and encouraging compliance with safety suggestions and recommendations. Coordinates citywide employee events, such as the Walkathon, Service Awards event and monthly wellness sessions, and represents department on citywide committees. Oversees Department of Transportation (D.O.T) drug testing scheduling and tracking, bilingual testing and exit interviews.

MINIMUM REQUIREMENTS

Ability to: Communicates effectively both orally and in writing; speaks to and direct large groups;

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interact positively and cooperate with other employees at all levels, deals courteously and effectively with the public, works as a team member, functions under demanding time pressure, responds in a positive manner to supervision, attends work and perform duties on a regular and consistent basis. Understands and apply instructions, rules, regulations and policies including the *City's Rules and Regulations of the Classified Service*; analyzes, processes and schedules detailed work accurately; learns, understands and communicates employee benefit parameters and regulations, learn and uses all Microsoft Office Suite applications, Human Resources Information System (HRIS), applicant tracking system and other City software programs. Transcribes proceedings at meetings of commissions, boards or special committees; exercises good judgment in matters of a confidential nature; works independently in absence of supervision. Organizes work and meet on-going deadlines accurately and efficiently. Uses initiative, creativity and good judgement in carrying out assignments. Prepares effective written documents and prepares and deliver appropriate oral presentations for varied audiences. Uses word-processing, spreadsheet and desktop publishing programs on a personal computer, creating finished documents.

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.

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

Experience: Three years of experience in Human Resources administration. Supervision experience is desirable.

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