

CITY OF FONTANA SENIOR HUMAN RESOURCES ANALYST

DEFINITION: Under general supervision, the Senior Human Resources Analyst performs a variety of complex, professional, lead level functions related to the development and administration of the human resources programs and services in recruitment and selection, classification and compensation, labor relations, workers' compensation, risk liability, benefits administration and training; and coordinates, prepares reports, supervises technical and clerical staff; and performs other related work as required.

Supervision Received and Exercised:

The Senior Human Resources Analyst provides professional support to the Director of Human Resources/Risk Management and assists in directing the work of other Department personnel in the performance of assigned tasks.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Participate in the development and implementation of the Department's new or revised human resources programs, systems, procedures, and methods of operation.
- Compile research and statistical analysis; prepare and present report of findings and recommendations as to appropriate action.
- Assist in the administration of the labor relations activities, including negotiations, discipline and grievance processes.
- Coordinate recruitments process including outreach activities; screen employment applications; ensure applicants meet or exceed minimum qualifications; assess candidates according to qualifications and act as volunteer coordinator.
- Develop and proctor written exams and technical interviews; provide recommendations for improving testing methods utilized; collect, monitor and analyze testing results.
- Participate in the administration of the Risk Liability and Workers' Compensation programs.
- Review and monitor assigned positions in departmental budgets; develop and maintain position control.
- Participate in the annual benefit renewal negotiations and open enrollment process, as needed.
- Develop and coordinate city-wide training programs.
- Interpret personnel policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public.
- Prepare staff reports, including agenda items, resolutions and ordinances and other required correspondence; perform necessary research, data collection and analysis.
- Conduct studies, analysis and research on a broad range of personnel assignments, compose, distribute, receive and analyze salary and benefit surveys; complete various salary surveys from outside agencies.
- Coordinate assigned activities with those of other departments and outside agencies and organization; respond to requests for information and advise City departments, outside agencies, and the general public on City personnel rules and regulations.

- Coordinate and administer a variety of special programs and departmental projects.
- Review and analyze job specifications; conduct job audits; make recommendations for adjustments to the classification and compensation system.
- Assist in the development of the department budget.
- Participate in special projects i.e., Committees and Task Force.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of :

- Principles, methods and procedures utilized in recruitment and selection, labor relations, benefits administration, classification and compensation and training.
- Applicable federal and state laws and regulations.
- Principles and practices of public personnel administration.
- Principles of organization and management.
- Statistical concepts and methods.
- Principles and practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

Experience: Four (4) years of increasingly responsible relevant experience in Human Resources AND two (2) years of analyst experience in Human Resources which includes recruitment and selection, labor relations, training, benefits administration, and classification and compensation; and experience supervising lower-level staff.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in personnel management, public or business administration or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License or equivalent.