

CITY OF SALINAS

HUMAN RESOURCES ANALYST I/II

**BARGAINING UNIT/CLASS CODE:
CONF. MGMT. / C42 (I)/C15 (II)**

DEFINITION

To perform professional personnel work in a variety of personnel program areas including recruitment, selection, examination, test development, equal employment, training and employee development, labor relations, classification, and salary administration.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I: This is the entry-level class in the professional personnel series. It is distinguished from the II level by the limited discretion in carrying out duties. Incumbents typically have limited professional human resources analyst experience and work under supervision while learning the full range of job tasks.

Human Resources Analyst II: This is the experienced, journey level class in the professional human resources series. It is distinguished from the I level by the ability to perform the full range of duties with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Officer. May exercise technical or functional supervision over lower level clerical or technical positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan and coordinate recruitment programs; develop recruitment strategy; prepare job bulletins and recruitment information; determine and place advertising in appropriate media; review and evaluate applications. Determine and develop appropriate written, oral and/or performance examination programs. Develop, evaluate, and recommend selection instruments. Administer and score examinations, analyze results, recommend pass points and establish eligible lists. Provide information and interpretation regarding City Personnel rules, regulations and procedures, and Equal Employment Opportunity Plan. Conduct position classification studies, prepare and revise class specifications, and prepare recommendations and implementation reports. Perform job audits, analyses and write job descriptions for individual positions, classes, and series of classes. Monitor and promote equal employment efforts. Conduct salary and fringe benefit surveys, analyze data, recommends adjustments and internal salary relationships. Participate in organization, staffing, or special studies of City departments. Develop and assist in training, employee development and other related programs. Provide staff support to the City's Equal Employment Opportunity Commission. Consult with departments on personnel problems, staffing needs, interpretation of personnel policies and procedures. Conduct independent investigations and assist in disciplinary or grievance procedures. Participate in special projects as assigned. Assist in labor relation activities as assigned. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; ability to walk/drive to offsite locations to perform duties; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs. regularly and up to 50 lbs. on occasion; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
HUMAN RESOURCES ANALYST I/II (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. May work extended hours and weekends on occasion.

QUALIFICATIONS

Knowledge of:

Principles and practices of public personnel administration. Principles, methods and procedures utilized in recruitment, selection, examination, test development, validation, equal employment, training, classification, labor relations, and salary administration. Applicable federal and state laws and regulations. Principles of equal employment opportunity. Statistical concepts and methods. Principles of local government organization and administration. Principles and practices of organization and management. Principles and practices of training methods and concepts. Statistical concepts and methods applied to personnel testing and validation. Relevant labor relation practices and legislation.

Ability to:

Interpret personnel rules, laws, and policies. Communicate effectively, verbally and in writing. Collect, compile and analyze information and data, and interpret and apply laws, ordinances, and policies. Establish and maintain effective working relationships. Conduct complex and analytical job analysis, classification and related personnel studies. Collect, compile, and analyze information and data. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License.

Skills to:

Operate a personal computer with ability to use software programs in word processing, spreadsheets and applicant tracking systems.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to: **Human Resources Analyst I** - Bachelors degree in a related field and one (1) year of experience in personnel/human resources administration, preferably in a public agency. **Human Resources Analyst II** - Bachelors degree in a related field and three (3) years of experience in personnel/human resources administration, preferably in a public agency.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 10-05