



City of Lemon Grove

Class Title: Human Resources Analyst
Department: City Manager/Finance

Under general supervision, perform responsible personnel and financial work, including recruitment, examining, selection, labor negotiations, classification, wage and salary administration, employee inductions, administration of employee benefits, training and employer-employee relations, payroll and related functions. To provide information and assistance to City Employees and the general public regarding human resources activities, processes, policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Finance Director/City Manager.

May exercise direct or technical and functional supervision over clerical, temporary and volunteer staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan recruitments with direction from Department Directors
- Composes, reviews and determines distribution of examination announcements and related recruiting strategies;
- Constructs and revises written tests, performance tests, patterned orals, assessment centers; and other selection instruments;
- Analyzes test results to determine item validity and reliability, difficulty level and pass points;
- Prepares written reports and correspondence, job announcements and recruiting publicity; prepares new hire offer letters and pre-employment materials;
- Plans, coordinates, and conducts employee orientation and exit interviews.
- Receive, verify and process employee payroll transactions; coordinate the City's leave administration program; coordinate the annual sick leave conversions and vacation conversion programs;
- Coordinate and administer the day-to-day activity of the City's group benefits and retirement programs; conduct annual open enrollment; may conduct presentations regarding benefits and retirement programs;
- Ensure compliance with COBRA and HIPAA regulations, and State and Federal laws;
- Coordinate and monitor City-wide performance evaluation notification
- Maintain employee information and records requiring confidentiality;
- Conduct and respond to salary, benefit and classification surveys and keep CalPacs information updated;
- Maintain database with all Fire and Public Works credentials, certificates and training
- Schedule and track mandatory ICS course for key staff
- Assists administrators of operating departments in the solution of personnel problems;
- Coordinate and serve as primary point of contact for City-wide medical examinations, including new employee medical examinations, DMV and DOT examinations, and physicals.
- Maintains liaison with departments and other agencies;
- Conducts special projects, investigations not limited to but including disciplinary cases;
- Assist in employee-employer labor negotiations with various bargaining units, conduct a variety of surveys to gather and compile information for negotiation purposes

- Determines needs and coordinates general employee training;
- Responsible for the salaries and benefits portion of the budget
- Consult with and advise City staff on policies, procedures and employee relations; provide guidance and assistance on personnel issues;
- 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.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment, resolve complaints in an efficient and timely manner.
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining personnel records; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

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

- Human Resource Management Certificate or degree in related field; and
- Four years of increasingly responsible payroll and/or human resource experience, preferably in a governmental or municipal setting.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Public sector human resources policies, practices, and wage and salary administration
- Basic understanding of employee classification, compensation and benefits, recruitment, selection, training, and labor relations;
- Principles and procedures of personnel record keeping and reporting;
- Principles and practices of computer-based automated payroll systems;
- Principles and practices of human resource administration;
- Federal, State and local legislation and regulations related to human resource operations
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.

ABILITY TO:

- Perform detailed and accurate work;
- Communicate clearly and concisely, both orally and in writing;
- Produce professional presentations, research/analytic studies, correspondence and other forms of communication;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding personnel issues.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate a multitude of office equipment.

Work Environment

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: June 7, 2011