



Human Resources Analyst, Senior

General Information

Classification Code:	MGTANL
Effective Date:	January 31, 2020
Pay Grade:	C43
FLSA Status:	Exempt

Position Summary

The Senior Human Resources Analyst performs support services and strategic partnering for the City in one or more of the following areas of service: employee relations and labor relations; recruitment and selection; classification and compensation; employee benefits; leave administration; training and development; and human resources policies and procedures. Performs related duties as required.

Classification Characteristics

The Senior HR Analyst positions fall under the Management Analyst classification. This is the advanced level within the three levels in the Management Analyst series. Employees at this level have extensive professional experience in the assigned program area and exercise considerable independent judgement in planning and directing program activities. Work is reviewed by a higher level management for adherence to established policies and for effectiveness and quality of program results.

The Senior HR Analyst is distinguished from the HR Analyst II by the assignment of labor relations and contract negotiations and by the level of complexity, accountability, sensitivity and decision making involved and the focus upon complex program management. Duties require the application of advanced professional principles and practices in the assigned program area with general guidance provided by the supervisor. Employees at this level identify and recommend solutions to major organizational problems and recommend alternatives to organizational policies.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Provides advice and counsel to managers, supervisors and employees on human resources-related issues, including laws, rules and regulations; labor relations and contract interpretation; human resources policies and procedures; employee recruitment and selection; employee compensation; position classification and compensation; performance management; and progressive discipline.
- 2 Assists the Human Resources Director with labor contract negotiations as directed, including keeping official records of procedures, performing salary and benefits surveys, gathering and analyzing data, and finalizing negotiated agreements. Acting as lead negotiator as needed.
- 3 Assists in the administration of the City's Equal Employment Opportunity? and Americans with Disabilities Act, protected leave, and other compliance programs.

Essential Duties	
4	Performs job analysis and classification studies of new and existing positions; designs and writes new and alters existing classification specifications as appropriate; conducts compensation studies for new and existing positions, determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation and benefit strategies and programs, and classification plans.
5	Analyzes the impact of new laws or administrative regulations on human resources programs and recommends policies and procedures for implementation.
6	Consults with supervisors regarding human resources related issues, needs and services; counsels employees on human resources programs, policies and processes; explains program provisions, procedures and eligibility requirements; and assists employees with forms and human resources documents.
7	Develop training and development programs including; performance management, supervisory techniques, and management development.
8	Support and inform department heads and other City officials regarding the impact of planning reorganizations and decisions the departments want to make with regard to human resources.
9	Performs other duties of a similar nature or level.
10	Investigates employee and staff-related complaints.

Functional Specific Responsibilities	
N/A	

Qualifications	
Minimum Qualification:	
<ul style="list-style-type: none"> Bachelor's Degree in a related field and 5-8 years of relevant professional experience or an equivalent combination of education and experience. 	
Licensing/Certifications:	
<ul style="list-style-type: none"> Valid Oregon driver's license at time of appointment, depending on area of assignment. PHR/SPHR or IPMA-CP designations. 	
Technology Skills:	
<ul style="list-style-type: none"> Document management software - LaserFiche Electronic mail software - Microsoft Outlook Human resources software – PeopleSoft Internet browser software - Microsoft Internet Explorer Office suite software - Microsoft Office Presentation software - Microsoft PowerPoint Spreadsheet software - Microsoft Excel Word processing software -Microsoft Word 	
Knowledge Required:	
<ul style="list-style-type: none"> Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. 	

Qualifications

- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Law and Government - Law and Government** - Knowledge of Federal and state laws and regulations including, FMLA, EEO, ADA, and related human resources and benefits laws.
- **Education and Training** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills:

- **Negotiation** - Bringing others together and trying to reconcile differences.
- **Speaking** - Talking to others to convey information effectively.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Service Orientation** - Actively looking for ways to help people.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Instructing** - Teaching others how to do something.
- **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Negotiation** - Bringing others together and trying to reconcile differences.
- **Time Management** - Managing one's own time and the time of others.
- **Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Near Vision** - The ability to see details at close range (within a few feet of the observer).
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Physical Requirements										
Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)					
						0%	1-5%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL				
Standing		X				0-10 lbs.			X	
Sitting					X	11-20 lbs.		X		
Walking – Even Surface		X				21-50 lbs.	X			
Walking – Uneven Surface	X					51-75 lbs.	X			
Kneeling	X					76-100 lbs.	X			
MOVEMENTS						ENVIRONMENTAL HAZARDS				
Bending/Stooping		X				Indoors				X
Twisting		X				Outdoors	X			
Crawling	X					Dust	X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward		X				Noise – Low		X		
Reach – Backward	X					Noise – Moderate	X			
Climbing – stairs	X					Noise – High	X			
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat	X			
Grasping – whole hand		X				Cold	X			
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls				X
21-50 lbs.	X					Seeing			X	
51-75 lbs.	X					Talking			X	
76-100 lbs.	X					Hearing		X		
						Extended work hours	X			

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)
2010.11 – Revisions by HR
2011.07 – Adopted
2020.01 – Job Description prepared and adopted