

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: HUMAN RESOURCES ANALYST

REPORTS TO: Administrative Services Director **TYPE:** Non-Exempt, Confidential

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Under the direction of the Administrative Services Director, the Human Resources Analyst is a full time, non-exempt, non-bargaining position reporting directly to the Administrative Services Director and performing a variety of moderately difficult technical and analytical functions in the areas of human resources and administrative services. Under minimal direction, and while maintaining a high degree of confidentiality, human resource responsibilities include managing all recruitment activities; processing personnel transactions and generating personnel reports; maintaining job descriptions and salary schedules; maintaining personnel files; monitoring all files and procedures for compliance with federal and state laws; administrating workers' compensation claims, benefits administration, and various personnel leave policies; and various human resource projects. Assists with employee relations tasks, including conducting exit interviews, handling complaints and assisting with investigations as needed. Participates in labor relations activities, including communication with Unions, negotiations and serves as lead for side letter agreements as required. Responds to inquiries and facilitates communication, including those of a sensitive nature to employment candidates, current and past employees, and retirees.

Responsibilities in support of Administrative Services include preparing and maintaining correspondence, files, records, reports and other communications for the Department; coordinating various administrative functions citywide; and assisting staff as needed in support of City Council members. Responds to telephone inquiries, screens, directs calls, and takes messages; composes correspondence; and greets visitors of the department as needed.

ESSENTIAL FUNCTIONS:

Physical requirements:

Regularly sits for long periods at a computer; constantly reads material requiring vision corrected to 20/20; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; frequently climbs one flight of stairs; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and general public.

Frequently compiles, analyzes, interprets and prepares reports of human resource data; frequently exercises independent judgment within established guidelines; frequently works in a busy and stressful environment; occasionally works long hours including evenings and weekends.

Employee must:

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- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Processes job announcements, including: develops, revises and proofs recruitment information, produces, copies and distributes job announcements, composes and places recruitment advertisements, and approves/audits bills for payment.
- Schedules and facilitates oral examinations, including: schedules room, notifies candidates of exam dates, determines and confirms panel participants, creates and maintains schedules, and compiles packets for panel members. May serve as a panel participant. Schedules and proctors written examinations, including: schedules room, orders examinations, notifies applicants, may manually score examinations, and establishes pass points with departmental input.
- Establishes and maintains eligibility lists: compiles exam scores, applies points and establishes ranking, notifies candidates of results of examinations, complies with EEOC information, sends regret letters to applicants, certifies top candidates, notifies eligible candidates of interviews.
- Maintains application tracking system and eligibility lists, generates reports and correspondence using the tracking system, including exporting information to other systems.
- Participates in salary and policy/procedure surveys. Maintains and updates job descriptions and Salary Rate Compensation Plan. Ensures proper posting and distribution of said Plan.
- Maintains automated personnel records and processes personnel transactions, reviews information, ensuring accuracy, compliance with Council Resolutions and proper effective dates. Enters information into the data base, and maintains such system timely and accurately. Generates reports from data base.
- Constructs and maintains up to date and accurate personnel files which comply with federal, state and City requirements. Works closely with City departments to ensure their understanding of City personnel policies with regard to employee reviews, salaries, benefits and payroll.
- Schedules pre-employment and other employee physicals and testing, audits/approves bills for payment.
- Coordinates and conducts new employee orientation by explaining forms to be completed and benefits offered, provides other related information, and answers questions. Ensures compliance with all federal, state and City requirements.
- Conducts annual or more frequent benefits meetings. Manages all duties in relation to administering medical, dental, vision, life, flexible spending and retirement benefits. Answers employee questions, monitors compliance, and audits/approves bills for payment. Coordinates all aspects of employee departures from the City including, but not limited to retirement (if applicable), benefits and exit interviews.
- Participates in regular Health Insurance Committee meetings as part of the Redwood Empire Municipal Insurance Fund.

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- Files Workers' Compensation claims, monitors employee appointments, communicates with departments regarding work restrictions and return to work dates, communicates with insurance carrier, employee and medical professionals regarding work injuries.
- Conducts safety meetings, reviews and updates safety protocols and monitors compliance with federal, state and City safety requirements.
- Assists in labor relations activities as a participant in labor relations negotiations, help in preparing cost analysis, conducting salary surveys and drafting side letter agreements.
- Assists with employee relations issues, including employee counseling, conducts exit interviews and assisting with employee investigations as required.
- Assists in identifying and writing standard operating procedures and guidelines related to departmental procedures and personnel policies.
- Serves as web master for Administrative Services and Human Resources departments, creating, updating and maintaining respective web pages using software such as Adobe products and Microsoft Publisher.
- Upon request, attends meetings for the purpose of preparing minutes, notes or other documentation of actions.
- Proofreads, publishes and distributed periodic reports from City Manager and Administrative Services Manager.
- Performs other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Computer monitor, keyboard, personal computer and programs such as Microsoft Office Suite, Access, photo editing programs, internet, telephone, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter, printer, binding machine.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- Modern principles and practices of human resource administration and record keeping.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Standard business arithmetic, including percentage and decimals.
- Human resource information systems and social media.
- Workers' compensation process and procedures.
- Project management principles.
- Record keeping, report preparation, filing methods and records management techniques.
- General office practices and procedures and techniques to effectively manage a busy office.
- Advanced skills in Microsoft Office product applications, database management and customer service.
- General functions and activities of municipal government.

Ability to:

- Understand and apply modern principles and practices of human resource administration.
- Understand and comply with confidentiality protocols.
- Manage multiple priorities and have excellent organizational skills. Primarily work independently in a busy and stressful environment.
- Communicate effectively orally and in writing.
- Develop and implement new procedures, records, reports and forms to meet changing needs.
- Understand, interpret and apply a wide variety of guidelines, procedures and regulations related to human resource operations.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals.
- Present formal information in one-on-one and small group situations.
- Use discretion, initiative and independent judgment within established guidelines.
- Maintain a friendly and pleasant attitude and deal tactfully, politely and effectively with the Council members, senior staff, employees, retirees and the general public.
- Receive and comprehend verbal and written instructions.
- Articulate received messages both orally and in writing.
- Type and/or word-process at a minimum rate of 50 words per minute.
- Manage multiple priorities.
- Organize and prioritize a variety of tasks.
- Deal effectively with employees, retirees and the public by phone and in person.

REQUIRED EXPERIENCE/EDUCATION

- Bachelor Degree or equivalent from a four-year college or technical school in Human Resources or related field; and
- Three years of experience performing human resource functions that demonstrate knowledge of principles and practices of human resource management or an equivalent combination of training and experience; and
- Proficiency in Microsoft Office product application (Word, Excel, Outlook)
- Possession of a valid Class C California driver's license.
- Additional years of experience performing human resource functions may be substituted for the Bachelor Degree requirement.

DESIRABLE EXPERIENCE/EDUCATION:

- Five years of experience performing human resource functions that demonstrates knowledge of principles and practices of human resource management, or an equivalent combination of training and experience.
- Experience in a municipal human resources office and/or human resources professional certification.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Reviewed - Human Resources: _____ **Date:** _____

Recommended - Department Head: _____ **Date:** _____

Approved by – City Manager: _____ **Date:** _____

I have read and understand the contents of the job description:

Employee Signature: _____ **Date:** _____