

HUMAN RESOURCES ANALYST

*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.*

JOB OBJECTIVES

This position performs a full range of complex administrative, technical and professional human resources functions. Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, and compliance with state and federal laws and regulations. Exercising a substantial amount of independence, judgement and initiative, actions can have a significant effect upon city operations. This position reports to the Administrative Services Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:

Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, safety and monitoring for legal compliance.

Conducts research and performs analysis regarding administration of classification and salary structures; conduct classification/reclassification reviews and salary surveys as assigned; performs job audits and analysis of individual positions; recommends reclassifications; develops new and revised job classifications.

Administers policies, procedures, programs, contracts, collective bargaining agreements, and drug and alcohol testing program assuring compliance with applicable Federal, State and local laws, rules, and regulations.

Participates in the development, implementation, administration, and review of policies, procedures, programs, and practices to ensure compliance with regulations and consistent with City Council directives; monitor for legal compliance with applicable federal, state and local laws and regulations.

Prepares and maintains a variety of records, files, and reports relative to human resource functions; establishes and maintains confidential employee records; purges and archives files and documents per RCW and WAC retention schedules.

Prepares and processes personnel actions and other human resource forms.

Collects, prepares and analyzes a variety of human resource data; prepares statistical, budgetary and narrative graphs and reports as required.

Participates in labor negotiations; provides research, analysis and costing of contracts in support of negotiations; prepares and maintains documentation and files; drafts collective bargaining agreements; participates in labor/management activities as assigned.

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Assists with compliance with federal, state and local laws regarding personnel practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, etc.

Processes workers' compensation program incident reports, coordinates return to work and light duty arrangements for city departments, liaison with AWC Retro program staff on workers compensation issues; manage data in RiskConsole.

Works with department managers regarding a variety of matters including staffing and organization, employee development, disability accommodations, investigations and disciplinary matters, recommending discipline, policy and contract interpretation, and employment law.

Educates employees on benefit programs including health, life, and supplemental benefits; and pension programs; administers the city annual open enrollment process.

Performs employee recruitment and selection processes including advertising vacancies; conducts preliminary evaluation of applications; creates, prepares and administers examinations and interview questions; conducts background checks; and reviews recommendations regarding hiring, advancement and promotions.

Work with the Civil Service Chief Examiner/Secretary as needed with recruiting, interviewing and testing processes.

Develops, implements and monitors records and tracking systems related to employee leave benefits; maintains knowledge of applicable local, state and federal laws and regulations; ensures compliance with federal, state and local laws, regulations, policies and procedures.

Conducts employee orientation and exit interviews; educates employees regarding available benefit programs and required documents; audits and completes employment documents, ensuring legal compliance.

Coordinates City Wellness Committee; serves as staff liaison to various committees as assigned.

Updates the City human resources department webpage; posts communication on social media as necessary.

AUXILIARY FUNCTION STATEMENTS

Provide responsible staff assistance to the Administrative Services Director.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources management and administration.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of public sector human resource administration including recruitment and staffing, benefits administration, classification and compensation, policy creation, union contracts, budgeting principles and processes, and labor relations

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Pertinent federal, state and local laws, rules and regulations related to human resources management, including FLSA, leave laws, ADA(AA), and others

Insurance and benefit program contracts, terminology, and practices

Technical record-keeping techniques and requirements

Research methods, data collection, and statistical analysis

Effective recruitment, testing and selection practices

Job analysis methods and techniques

Knowledge and expertise with MS Office products including Outlook, Word, Excel, and PowerPoint; proficiency to learn new programs as required.

Labor negotiations strategies

Negotiation, conflict resolution and problem-solving strategies

Effective and professional communication techniques for use with difficult individuals

Tactful, patient and courteous interpersonal behavior

Ability to:

Work independently with little direction

Contribute to a positive work environment and advise strategies to enhance staff morale and City workplace culture

Read, interpret, apply and explain rules, regulations, contract provisions, policies and procedures

Respond to, advise and resolve a variety of Human Resources or Risk Management issues, inquiries or complaints from managers, supervisors, employees, agencies, or the public

Provide technical information and assistance to others concerning employee benefits, wage and salary administration, employment policies, and personnel transactions

Establish and maintain trust, confidence, cooperative and effective working relationships with co-workers, elected officials, managers, supervisors, employees and the public

Develop and implement programs, policies, and/or procedures to achieve specific goals and objectives; interpret, apply and explain rules, regulations, policies, and procedures

Administer recruitment and selection processes

Communicate effectively both orally and in writing

Maintain regular and reliable attendance

Preserve confidential and sensitive material and information; maintain sensitive internal and public relations situations with a high degree of firmness and professionalism

Facilitate meetings and training

Multitask and work in an environment with frequent interruptions

Embrace change and provide positive solutions regarding change management

Conduct analysis and implementation of wage and salary administration

Analyze personnel situations accurately and adopt an effective course of action

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Prepare, maintain and review human resource records, reports and documentation

Be organized, detail orientated and efficient with daily work

Prepare and proofread professional correspondence with proper grammar, spelling and tone.

Use research and analytical methods, practices, and procedures to compile information, define and resolve issues, and recommend solutions; collect, compile, analyze and tabulate statistical data

Education and Experience Guidelines

Any combination of 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:

Education:

Equivalent to a Bachelor's degree in Business Administration, Public Administration, Human Resources, or related field. Master's degree preferred.

Experience:

Five (5) years increasingly responsible professional experience in Human Resources including but not limited to recruitment, classification/compensation, benefits administration, employee relations, labor relations, or related areas. Public Sector experience preferred.

Licenses, Certificates and Other Requirements:

NPELRA Certified Labor Relations Professional (CLRP) preferred.

SHRM Professional in Human Resources (PHR) preferred.

Valid Washington State Driver's License

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands 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 these essential job functions.

Environment: Office Environment; extensive public contact.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual activity to review written materials.

Communication: Speaking and hearing to exchange information.

Other Factors: Incumbents may be required to work extended hours including evening meetings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Human Resources Analyst	7084	7297	7516	7741	7973	8213	8459