

CITY OF NEEDLES, CA.

JOB DESCRIPTION

**HUMAN RESOURCES ANALYST**

**EMPLOYMENT CLASSIFICATION**

☒ \_X\_ Unclassified. ☐ Classified. ☐ FLSA Exemption. ☐ Confidential. ☐

**DEPARTMENT:** Finance

**REPORTS TO:** Finance Director

**JOB SUMMARY:** Performs the duties of a professional level position with expertise in all areas of Human Resources administration, including recruitment, onboarding, benefits administration, various leaves, and workers' compensation management. Employee Relations duties include interpretation of and compliance with collective bargaining agreements, necessitating resolution of disciplinary and grievance processes. Processes biweekly payroll and performs basic accounting work in the preparation and maintenance of the payroll system, employee benefit programs, and other financial and statistical records and reports. Makes routine decisions consistent with the City's policies and procedures of the function assigned.

**LEVEL OF SUPERVISION REQUIRED:** Under the direct supervision of the Finance Director.

**SUPERVISORY RESPONSIBILITIES:** None

**WAGE RANGE:** Range 125 / Hourly Rate \$32.41 to \$41.36

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Depending upon the assignment, duties may include, but are not limited to, the following as essential components of the job:

- Performs all general HR administration duties and assists employees by answering questions related to HR policies and procedures, benefits, retirement, FMLA, COBRA and other leaves.
- Manages the City's benefits program and related plans and policies; completes benefit changes; performs billing and data transmittal for benefits payments; leads benefits renewals and employee education, implementation, and benefits open enrollment; monitors benefits vendor performance; benefit plan utilization; and communications with employees.
- Responsible for all employee relations; conducts thorough and unbiased investigations; manages and/or conducts required citywide employee trainings,

such as the annual discrimination and harassment training; reviews and interprets policies and procedures, employment laws and Memoranda of Understanding.

- Processes personnel actions to reflect personnel changes, i.e., new hires, resignations, terminations, retirements, pay changes and other related personnel actions.
- Provides direct support to employees in the area of workers' compensation and allowable leave absences.
- Effectively interprets and communicates FMLA laws as applicable to the City and its employees. Develops documents/letters, meets deadlines, creates files and effectively manages workers' compensation cases. Processes requests for protection under FMLA and reviews medical data in determining eligibility. Monitors and tracks FMLA leave usage, notifies employees of their FMLA status on a regular basis, and requests medical certifications and recertification as needed. Closes files in a timely manner.
- Schedules recruitment interviews; develops interview materials; arranges interview panels; prepares and maintains applicant lists; conducts reference checks and credential verifications; notifies candidates not selected in a timely manner. Responsible for ensuring that all interviews are uniformly and legally conducted. Maintains statistical reports to support recruitment and selection procedures and other regulatory reports.
- Ensure that post-selection guidelines are followed, such as confirmation letters; appropriate medical screenings are complete; and personnel and payroll paperwork is accurately processed in a timely manner.
- Conducts classification studies and analysis; prepares recommendations to pay grade; reviews changes and documents employee pay changes related to step increases, promotions, reclassifications and new positions; ensures compliance and recommends modifications to classifications and compensation, policies, and procedures; ensures compliance with federal, state and local fair labor laws, and the Memoranda of Understanding for the city's various bargaining units.
- Processes bi-weekly payroll timely and accurately; and reviews time records submitted by all departments to ensure conformance with appropriate administrative policies, regulations, and the Fair Labor Standards Act.
- Prepares warrant requests for payments related to payroll such as withholding taxes, deferred compensation, retirement, and other payroll deductions. Prepares and balances journal entries for recording payroll in the general ledger accounting system.
- Reconciles insurance billings, collects and processes additions and deletions to insurance and retirement programs.
- Monitors conformance with federal, state, and local personnel policies such as Child Labor, Immigration and Naturalization, FLSA, and EEOC, and prepares

required documents and reports. Responsible for processing workers' compensation reports and claims and working closely with the workers' compensation insurance carrier.

- Distributes "of-interest" flyers and brochures to City employees
- Ensures that all Federal and State notices are posted in work areas, as required.
- Provides the Finance Director with employee and payroll-related data for preparation of the annual budget.
- Completes the annual GCC Report, CJPIA Underwriting Report, CJPIA APER Report, GASB Reports, California EDD monthly and quarterly labor reports.
- Responds immediately to all Unemployment claims. Provides materials as necessary, and facts related to an employee's unemployment claim. Prepares an accounting voucher, based on the proper liable department, to pay unemployment invoices.
- Maintains absolute confidentiality of all work-related matters of a sensitive nature.

## **MINIMUM QUALIFICATIONS:**

Knowledge of:

- Federal, state and local laws, rules and regulations related to labor relations, payroll, and benefits administration.
- The principles and practices of personnel, including recruitment, selection, classification, compensation, labor relations, benefits administration, research and analysis; workers' compensation claims and leaves of absence; equal employment opportunity; and labor relations in a collective bargaining environment.

Ability to:

- Perform required duties and responsibilities, maintaining the confidential and privileged status of information and data.
- Follow oral and written instructions.
- Perform responsible accounting analytical work requiring the use of independent judgment and initiative.
- Read, interpret and explain laws, rules, regulations and Memoranda of Understanding with respect to salary and employee benefit matters
- Prepare accurate financial and statistical reports, policy research, numeric formulas

- Skilled in composing effective written correspondence and summary reports
- Work periodic overtime

#### **ESSENTIAL POSITION REQUIREMENTS:**

- 5 years of Human Resources experience, preferably in municipal, other public or professional services industries
- Strong knowledge of employment laws, HR best practices, and regulatory compliance
- Experience with HRIS systems and recruiting platforms
- Excellent communication, listening, problem solving, and leadership skills
- PHR, SPHR, or SHRM certification is REQUIRED.

#### **MARGINAL POSITION REQUIREMENTS:**

Valid Class C Driver's License.

Ability to pass pre-employment physical and drug tests.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Ability to: Reach, turn, bend or stoop, move from one location to another.

Frequently: Speak clearly and correctly.  
 Sit for long periods, hear, handle, and climb.  
 Visual acuity near, less than 20 inches  
 Perform one or more of the following functions simultaneously:

#### **ENVIRONMENTAL EXPOSURES:**

Moderate: Noise intensity levels, chemicals (office supplies), and lighting.