

## **City of Hermosa Beach**

### **Class Specification**

#### **Senior Human Resources Analyst**

##### **Definition**

The **Senior Human Resources Analyst** is the advanced journey-level classification in the HR series. Under general direction, the incumbent performs the most complex professional, technical, and analytical activities across all functional areas of Human Resources and Risk Management, including recruitment, classification and compensation, labor relations, and benefits administration, and risk management.

Unlike the Human Resources Analyst, the **Senior** level is distinguished by its responsibility for managing major city-wide programs, providing lead direction to staff, and serving as a strategic advisor to Department Directors and the City Manager's office on sensitive personnel matters.

##### **Distinguishing Characteristics**

The Senior Human Resources Analyst is distinguished from the Human Resources Analyst by the complexity of assignments and the level of independence exercised. While the Human Resources Analyst performs professional-level duties in support of recruitment, benefits, and risk management, the Senior level is responsible for city-wide program management, policy development, and labor relations. The Senior level further differs by providing lead direction and mentorship to professional and clerical staff, whereas the Human Resources Analyst level focuses on performing technical and administrative assignments under general direction.

##### **Essential Duties and Responsibilities**

**Project Management:** Plans and manages large-scale HR projects, such as city-wide classification studies, compensation surveys, and the implementation of HRIS systems.

**Labor Relations:** Assists in labor negotiations; researches and compiles data for collective bargaining; interprets Memoranda of Understanding (MOUs) and ensures compliance with labor laws.

**Recruitment & Selection:** Oversees the most complex executive or specialized recruitments; develops innovative sourcing strategies and validated testing instruments.

**Policy Development:** Researches, drafts, and implements new or revised Personnel Rules and Regulations and Administrative Procedures to ensure legal compliance.

**Employee Relations:** Conducts sensitive internal investigations; advises supervisors on performance management, grievance procedures, and disciplinary actions.

**Benefits Management:** May oversee the administration of complex benefit programs, Workers' Compensation claims, and safety/wellness initiatives.

**Mentorship:** Provides training, guidance, and lead direction to HR Analysts and administrative support staff.

## **Examples of Duties**

### **Strategic Program Leadership & Policy:**

Performs a wide variety of the most complex professional, technical, and analytical duties in support of the City's Human Resources and Risk Management Division.

Recommends and implements improvements to City-wide policies and procedures; ensures all personnel activities maintain accuracy, completeness, and compliance with City standards and legal mandates.

Leads the research, development, and maintenance of a variety of complex reports and analytic projects; prepares and submits formal recommendations to the City Manager and City Council. Provides lead direction and mentorship to professional and clerical personnel; reviews work products for quality control and ensures delivery of outstanding internal and external customer service.

### **Advanced Recruitment & Talent Management:**

Oversees and manages the full-cycle recruitment and selection process; develops job announcement advertisements and innovative sourcing strategies.

Designs and validates employment examinations; organizes oral interview boards and orients raters; and ensures eligibility lists are maintained according to established Civil Service procedures.

Serves as a primary liaison to the Civil Service Board; prepares agendas, attends meetings, and presents staff reports on complex personnel matters.

Manages the onboarding process, providing high-level orientation and explaining complex City employment policies and procedures to new hires.

### **Labor Relations & Compensation:**

Conducts comprehensive analytic research and compiles sensitive data pertaining to employer-employee relations; assists in the preparation for labor negotiations and ensures the accuracy of data used in bargaining.

Leads and conducts complex salary and benefit surveys; performs deep-dive analysis of market data and prepares summaries to support classification and compensation decisions.

Oversees the employee performance review schedule and advises departments on the evaluation process to ensure consistency and compliance.

### **Risk Management & Benefits Administration:**

Directs the administration of employee benefit plans; coordinates open enrollment and manages changes in insurance plans for both active employees and retirees.

Manages the workers' compensation and general liability claims process; coordinates activities with Third Party Administrators (TPAs) and reconciles trust account bank statements.

Oversees pre-employment and annual physical examinations; verifies the accuracy of complex medical invoices and ensures compliance with occupational health standards.

### **Administrative & Fiscal Oversight:**

Leads the preparation and monitoring of the department budget; analyzes expenditures and provides projections for future staffing and program needs.

Oversees the maintenance of official personnel records and ensures the integrity of the Personnel Action Form (PAF) process.

Directs and participates in committees for City-wide employee events, including all-city meetings, annual awards ceremonies, and wellness initiatives.

Acts as a point of escalation for complex inquiries received via telephone, in person, or email, and performs other related high-level work as required.

### **Minimum Qualifications**

#### **Education and Experience**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:

**Education:** A Bachelor's degree from an accredited college or university with major coursework in Human Resources, Public Administration, Business Administration, or a closely related field (a Master's degree is highly desirable), AND

**Experience:** Four (4) years of increasingly responsible professional-level experience in public sector human resources. *Experience in a municipal setting is strongly preferred to navigate the complexities of CalPERS and Civil Service rules.*

#### **Knowledge and Abilities**

**Advanced Knowledge of:** Principles of public personnel administration; EEO, ADA, FLSA, and FMLA/CFRA laws; Meyers-Milias-Brown Act (MMBA); and advanced statistical methods for compensation analysis.

**Ability to:** Analyze complex problems and develop valid conclusions; communicate persuasively with employee associations; handle confidential information with extreme discretion; and prepare clear, concise staff reports for City Council.

### **Working Conditions**

Positions in this class typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasional evening meetings (City Council or Commissions) may be required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*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.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

*In accordance with California Government Code Section 3100, incumbents are considered disaster service workers and must be available for call-back during major emergencies or disasters.*

Approved by the Civil Service Board:

Approved by the City Council:

