

CITY OF HERMOSA BEACH
Class Specification

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, to perform a variety of professional level administrative, technical, and analytical duties in support of the City's Human Resources ~~and Risk Management~~ Division including in the areas of recruitment and selection, employee benefit plans, ~~workers' compensation and general liability claims~~, and salary and performance evaluation programs; to prepare, process, and maintain employee records and data; and to assist City staff and the general public and provide information related to specific program area of assignment.

EXAMPLES OF DUTIES

Performs a variety of professional level administrative, technical, and analytical duties in support of the City's Human Resources ~~and Risk Management~~ Division including in the areas of recruitment and selection, employee benefit plans, ~~workers' compensation and general liability claims~~, and salary and performance evaluation programs; plans, coordinates and performs administrative assignments and special projects; works as a team member in a dynamic environment; recommends and implements improvements to policies and procedures; ensures accuracy, completeness and compliance with City standards, policies, and procedures; delivers outstanding internal and external customer service participates in the recruitment and selection process including responding to inquiries regarding the recruitment and selection process; drafts and places job announcement advertisements; collects applications and assists with job application screening; assists in the administration/proctoring of employment examinations; makes arrangements for testing facilities; organizes, corrects and scores exams; organizes oral interview boards and orients oral board raters; prepares and maintains eligibility lists according to established procedures; notifies candidates of results; provides new employee orientation; explains City employment policies and procedures; attends Civil Service Board meetings; processes personnel action forms; distributes employee performance review schedule; maintains personnel records; completes employment verifications; ~~reconciles bank statements for the liability and workers' compensation trust accounts; processes required documents for workers' compensation and general liability claims and coordinates claims activities with third party administrators~~; arranges pre-employment and annual physical examinations; verifies accuracy of invoices received for physical examinations; explains employment benefits and assists in coordinating enrollment and changes in insurance plans for employees and retirees; assists in the coordination of open enrollment; conducts surveys of salary and benefits; compiles and prepares summaries of data; composes and types correspondence from oral and written instructions, and initiates/drafts routine correspondence; compiles data, proofreads, and copies information pertaining to employer-employee relations including negotiations; assists in monitoring and preparation of department budget; responds to inquiries over the telephone, in person, and/or by email; participates in committees related to planning and organizing employee events including but not limited to all City employee

meetings, annual awards dinner, and related events; prepares, submits, performs analytic research and maintains a variety of reports; assists other clerical personnel assigned to the administrative offices; receives, sorts incoming and outgoing U.S. mail; answers the general information line for the City; performs related work as required.

QUALIFICATION GUIDELINES

Knowledge, Skills and Abilities: Knowledge of: Operations, services, and activities of a human resources program; principles and practices of human resources administration including recruitment and selection, employee benefit plans, ~~workers' compensation and general liability claims,~~ and salary and performance evaluation programs; personnel policies and procedures of a municipal personnel department; principles of research, record keeping and report preparation; methods and techniques for record keeping and filing public relations techniques and procedures; conducts duties, responsibilities, tasks, and assignments with a constructive, cooperative, positive and professional attitude and demeanor; understands the importance of integrity and confidentiality and holds it to a high standard; communicates effectively orally and in writing with the public and fellow employees; methods and techniques of proper phone etiquette; exercises tact, self-restraint, and good judgement, takes initiative to achieve positive, timely results with diplomatic skills and ethical conduct; ability to use basic office equipment including computers and office applications such as word processing, spreadsheets, and statistical databases;; Ability to: perform a variety of professional level administrative, technical, and analytical duties and activities of a general and specialized nature in support of the Human Resources Division; make independent decisions; organize and prioritize work, coordinating several activities and meeting critical deadlines; research, collect, compile, and analyze a variety of data; type or enter data at a speed necessary for successful job performance; interpret and understand policies and procedures; perform clerical tasks requiring a high degree of accuracy; maintain confidential records and files; review work for accuracy and completeness; work independently in the absence of supervision; compose correspondence and compile and arrange data in a readable and comprehensible manner; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; deal successfully with the public, in person and over the telephone; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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:*

This position requires a college degree from an accredited college or university with a degree in Human Resources, Business Administration, Public Administration, or a related field and two years of increasingly responsible professional human resources administration experience, preferably in a municipal human resources department. Experience with NeoGov or similar online application tracking system is preferred.

Licenses/Certificates: A valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during course of employment.

In accordance with California Government Code Section 3100, City of Hermosa Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

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.

Approved by the Civil Service Board: March 3, 2021

Approved by the City Council: March 9, 2021