



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
HUMAN RESOURCES ANALYST
Classification Specification
(Classified)

DEFINITION

Under general supervision, the Human Resources Analyst reports to the Director of Human Resources. The position is distinguished from the Specialist level based on the extent of knowledge and experience to perform more complex work, including special projects with minimal supervision and the application of effective independent judgement and decision-making skills in the areas of assigned responsibilities and duties. This position works in a confidential capacity.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Human Resources Analyst. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Oversee the City-wide recruitment and selection; conduct recruitment and selection activities, including preparation and posting of job announcements, screens applications, coordinates testing, maintains recruitment files and Eligible Lists ensuring compliance with City of Hawthorne Civil Service rules and procedures and State and Federal employment law and regulations.
- Evaluate selection and placement techniques by conducting research or follow up activities and conferring with management and supervisory personnel; may conduct candidate background and reference checks as required.
- Provide support to the Human Resources Director on executive and management recruitments.
- Conduct classification and compensation surveys using practical and comprehensive survey methods and procedures, including job analysis; drafts job descriptions and updates; makes compensation recommendations based on City internal and external markets as required.
- Analyze and interpret State and Federal legislation and regulations regarding employment practices; make recommendations and assist in implementing changes; assist in the interpretation and administration of personnel policies and procedures (Memoranda of Understanding, Civil Service Rules, department/division rules, policies and procedures and practices) and advises City management staff on same.
- Conducts other special studies which may include statistical data and analyses.
- Oversee and make recommendations on the implementation and/or maintenance

of employee training & development (including State and Federal mandates) and employee engagement and service recognition programs.

- Assist in both work and non-work related employee disability matters, including workers' compensation claims processing, monitor employee temporary work restrictions and return to work; may assist in illness and injury prevention analysis and other employee disability related issues including CalPERS disability retirement and the interactive process.
- Perform employee benefits administration that includes working with the City's broker for open enrollment and plan renewals.
- Assist with the preparation and monitoring of the annual Department budget.
- Represent the Human Resources Department on assigned committees and meetings; may serve as Secretary to the Civil Service Commission or represent the Director of Human Resources at Civil Service Commission meetings as required.
- Stay abreast of current trends and developments in the field of public sector/municipal government human resources management, including State and Federal mandates.
- Maintain sufficient cross-training to support the Human Resources Department in the absence of the Human Resources Specialist.
- Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from an accredited four-year college or university with major coursework in human resources management, public or business administration, industrial relations or a closely related field.
- Progressively-responsible municipal human resources generalist experience covering the functional areas of recruitment and selection, classification, benefits administration, workers' compensation, wage and salary administration, employee and labor relations, and employee development and training.

License

- Due to the performance of certain job-related duties which may require driving a vehicle, a valid California Driver's License and an acceptable driving record is required.

Knowledge and Abilities

- Knowledge of principles and practices of public sector human resources administration.
- Knowledge of applicable State and Federal employment laws, labor and employee relations; employee benefits administration, including CalPERS and working knowledge of the workers' compensation claims process
- Knowledge of principles, systems and methods of position classification, wage and salary administration, recruitment and selection, and employee training and development programming.
- Knowledge of communication techniques required for gathering and evaluating survey data; recordkeeping methods and techniques.
- Knowledge of Microsoft applications (proficient skills in Word and Excel); and, aptitude to learn and use other specialized human resources data bases for employee information and applicant tracking.
- Ability to work confidentially with discretion.
- Ability to identify and/or forecast problem areas.
- Ability to collect and evaluate data, define and select alternatives, draw conclusions and develop recommendations.
- Ability to interpret rules and regulations, Memoranda of Understanding, laws, practices and policies and apply them in a fair and consistent manner.
- Ability to communicate effectively orally and in writing.
- Ability to use good judgement on a consistent basis.
- Ability to operate a desktop computer and other general office equipment.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the performance of duties.
- Ability to maintain moderately-complex department records, files, and data.
- Ability to organize and prioritize assignments to meet deadlines.
- Ability to work in a proactive manner and with a high degree of accuracy.

PHYSICAL DEMANDS

Work is performed indoors in an office setting with exposure to room temperatures and moderate noise level. An incumbent is frequently required to sit, stand, or walk for intermittent to prolonged periods of time. Duties require the ability to hear, speak, see, use hands to finger to handle or control objects, and reach with hands and arms. Duties involve the occasional ability to lift, push, or pull objects weighing up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non – Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified
Dated Approved by the CS: 12/6/2018