



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

DEFINITION

The Senior Human Resources Analyst works under the supervision of the Director of Human Resources. Under general guidance and direction, performs complex technical and administrative analysis in City Human Resources functions, such as recruitment and selection, compensation and classification, employee benefits, risk management and other related areas, as directed.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

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

- Collect, analyze, and prepare occupational information to facilitate personnel classification, examination construction, recruitment, policy administration and related human resources functions.
- Provide information and advice to employees and administration regarding City policies, Municipal Code, etc., regarding personnel related issues.
- Analyze classification specific job tasks; prepare multiple stage, criteria-based examinations based on various job dimensions.
- Promote and develop strategies for recruitment and retention of personnel.
- Prepare and implement external recruitment programs.
- Conduct salary and benefits surveys with benchmark agencies to provide data for City compensation programs.
- Monitor employee benefits and workers compensation utilization; reconcile usage costs with City payments; oversee preparation of monthly billing; investigate problems, answer related inquiries from employees and vendors.
- Participate in collective bargaining meet and confer; analyze bargaining issues, organizational needs, costs and benefits and make recommendations, as appropriate.
- Prepare and present personnel related reports and recommendations in public meetings, such as Personnel Commission, City Council; in absence of Director of Human Resources, may attend and participate in meetings as department representative.
- Other 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.
- Five (5) years of professional human resources experience in such areas as classification, compensation, test construction, collective bargaining, risk management and/or related area in a federal, state, municipal, and/or school district, merit system civil service organization.
- A Master degree in Human Resources or closely related field may substitute for one year of the required experience.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of classification analysis for organizational alignment and compensation.
- Knowledge of job analysis for classification and test construction.
- 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 conduct classification analysis for creation and revision of classification specifications, and compensation recommendations.
- Ability to prepare job criteria-based examinations utilizing a broad range of testing methodologies

- Ability to interpret complex laws, data, information, and disseminate in simple form.
- Ability to write reports, make recommendations, over a broad range of issues.
- Ability to make oral presentations before individuals and groups.
- Ability to plan, organize and schedule work with minimal direction.
- Handle multiple tasks simultaneously
- 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