



June 2023
FLSA: Exempt

SENIOR HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, plans, organizes, coordinates, and performs a wide variety of difficult and complex professional, technical, and confidential work required to administer human resources programs, including recruitment, classification, compensation, benefits administration, performance evaluation, employee training and development, and employee and labor relations; assists in departmental planning activities to improve organizational productivity and customer service; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the Human Resources Analyst series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex activities related to employee and labor relations, recruitment and selection, job analysis and classification, compensation, benefits administration, performance evaluation and employee training and development. Incumbents also provide lead direction and supervision to clerical, technical, and professional staff. This class is distinguished from the Human Resources Director in that the latter is responsible for the overall management and administration of the Human Resources department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the daily functions, operations, and activities of one or more human resources programs, including recruitment and selection, job analysis and classification, compensation, benefits administration and leaves of absences, performance evaluation, employee training and development, background investigations, and employee relations; participates in labor relations activities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned human resources functions and programs; recommends within departmental policy, appropriate service levels; recommends and administers policies and procedures.
- Oversees Workers' Compensation claims; provides recommendations on actions, potential outcomes, settlements, and litigation.
- Monitors leave of absence programs ensuring legal compliance; reviews and analyzes family and medical leave applications; makes recommendations and develops employer response; interprets human resources policies and procedures with regards to benefits and paid and unpaid time-off options for employees; educates employees and managers on policy and legal compliance regarding leaves of absence.

- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background investigative policies and procedures and oversees and conducts background investigations; ensures equal employment opportunity and affirmative action for all candidates; maintains background investigation and records management databases; tracks fingerprinting activity.
- Performs job analysis and classification studies of new and existing positions; designs and writes new and alters existing classification specifications as appropriate; conducts compensation studies for new and existing positions, determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation strategies and programs, and classification plans; responds to external compensation surveys.
- Participates in employee and labor relations activities; provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, contracts application.
- Plans, organizes, and oversees the daily functions, operations, and activities of the City's employee and labor relations programs, including contract negotiations, investigation of allegations of misconduct, harassment, or unlawful discrimination, dispute resolution and settlement, disciplinary actions, and the processing of grievances; writes or edits various notices and related correspondence for labor attorney review and approval, including notices of due process, notices of findings, letters of discipline, and separation agreements; makes recommendations to the Human Resources Director; coaches managers and directors regarding the conduct of termination meetings and serves as witness to terminations.
- Facilitates and participates in the grievance process; attends grievance hearings; represents management at arbitration hearings; serves as a witness.
- Provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of labor relations contracts, memoranda of understanding, policies, procedures, and contracts application and the administering of grievances; reviews performance evaluations for consistency and makes recommendations; works closely with management on issues that require resolution or contract clarification; interprets and explains provisions of the various labor agreements, employee relations issues, and memoranda of understanding.
- Assists the Human Resources Director with labor contract negotiations as directed; assists in the negotiations process by providing information for the Chief Negotiator; serves as chief management spokesperson for negotiations, as assigned; prepares labor relations documents and contract language; represents the City in meetings with bargaining units; responds to union information requests.
- Conducts a variety of organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Participates in the development and implementation of procedures to ensure compliance with applicable Federal and State laws and regulations.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, attending meetings, and serving on various task forces and committees, as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and

classification; compensation analysis and administration, new employee orientation, benefit analysis and administration, and employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record-keeping principles and procedures.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in human resources management, business or public administration, or a related field, and three (3) years as a Human Resources Analyst with the City of Foster City or equivalent or five (5) years of experience in professional human resources administration or a related field.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various city departments and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.