

CITY OF SIMI VALLEY

HUMAN RESOURCES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of journey-level professional duties in support of the City's human resource functions including workforce diversity, recruitment and testing, coordinating training programs and payroll changes, classification and compensation analysis, benefit assistance and conducting special studies; provides support for labor and employee relations issues and negotiations; may supervise administrative support staff; and provides information and assistance to City employees and the general public regarding human resources activities, policies and procedures.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of professional duties in support of the City's human resource functions including recruitment and testing, coordinating training programs and payroll changes, classification and compensation analysis, workforce diversity, conducting special studies and administering benefits.
2. Plan and participate in the recruitment and selection of job applicants; prepare and coordinate advertising material; coordinate and implement testing procedures with departments; train examination panels and interview boards.
3. Oversee the division recruitment database; ensure system is properly maintained; identify and resolve ongoing functional and technical issues; recommend operational and procedural changes to the system; provide training as needed.
4. Coordinate payroll changes, salary adjustments, leave cash outs, allowances, retroactive payments and final check requests; ensure that documents are prepared accurately.
5. Maintain City position control and distribute monthly status report.
6. Assist with the administration of City employee benefit programs including group life, health and disability insurance and deferred compensation programs; counsel and assist employees regarding benefit programs; submit forms to carrier as needed.
7. Assist with the open enrollment process; prepare materials, schedule meetings, assist employees, review forms submitted, and enter into the City enterprise resource planning systems and carrier sites; review necessary payroll changes.
8. Reconcile and review health insurance invoices.

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9. Oversee preparation of time studies for temporary workers, late evaluation notices, and employee service awards.
10. Conduct salary, benefit and classification surveys; compute and compile survey data and results; recommend modifications to administrative programs, policies and procedures as appropriate; respond to survey requests from other agencies.
11. Conduct new hire orientations and exit interviews; ensure proper applicant notification.
12. Direct, coordinate and review the work plan for administrative support staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures.
13. Provide information and general assistance to City staff and the public regarding human resources policies and procedures; answer questions and provide information regarding personnel actions, employee records, benefits and other related matters.
14. Prepare various forms of correspondence including letters, reports, bulletins, requests for proposals (RFPs), announcements and memoranda; draft staff reports for City Council and other executive bodies; compile and analyze statistical and financial data supporting staff reports; provide salary or survey information to other agencies as requested.
15. Maintain confidential personnel records for City employees including documentation of appointments, transfers, salary and other related documents; maintain a variety of files, including current classification specifications.
16. Participate in coordinating the Human Resources division's annual budget including tracking and drafting the budget.
17. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
18. Perform related duties as required.

ERP Responsibilities:

1. Perform the maintenance and operation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
2. Test complex system upgrades on a quarterly basis; analyze data to determine impact on assigned module(s).
3. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end users problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of human resources management including recruitment, classification, compensation and organizational theory.
Methods and techniques used in conducting research and analyzing data.
Principles and procedures of employee benefit administration.
Business letter writing and basic report preparation.
Principles and procedures of record keeping.
Principles of supervision, training and performance evaluation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.
An Enterprise Resource Planning (ERP) System.
ERP processing requirements and software configurations.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Provide professional human resources management services independently in the absence of supervision.
Understand, interpret and apply human resources theory, applicable policies, procedures, laws, and regulations.
Identify and respond to employee inquiries, complaints, concerns and needs.
Conduct salary, benefit and classification surveys and prepare reports.
Develop and implement recruitment and training programs.
Maintain accurate and complete employee records.
Supervise, train and evaluate assigned staff.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.
Adapt to changing technologies and learn functionality of new equipment and systems.
Perform information services system troubleshooting as required.
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 Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public administration or a related field.

Experience:

Two years of increasingly responsible human resource experience preferably in the public sector. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

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: Standard office setting; exposure to computer screens.

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Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

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

Adopted: September 2003
Johnson & Associates

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