CITY OF
SIMI VALLEY

SENIOR 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 direction, performs a variety of complex and difficult advanced journey-level professional duties in support of the City's human resource management functions including benefits administration, classification and compensation analysis, employee recruitment and testing, the human resources modules of the City's Enterprise Resources Planning (ERP) system, training programs, payroll changes, records management, and labor and employee relations issues and negotiations; 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 complex and difficult professional level duties in support of the City's human resource functions including benefits administration, classification and compensation analysis, employee recruitment and testing, ERP system management, training programs, payroll changes, labor and employee relations and negotiations, records management, and conducting special studies.

2. Oversee, coordinate and administer City employee benefit programs including group life, health and disability insurance, Section 125 Plan, COBRA administration, retirement, retirement health savings program, and deferred compensation programs; review and approve insurance reconciliations; counsel and assist employees regarding benefit programs.

3. Review all insurance and deferred compensation contracts for accuracy; work with the City Attorney's Office to coordinate legal issues; negotiate with providers in conjunction with appropriate City staff contract modifications; coordinate deferred compensation committees.

4. Oversee and lead recruitment and selection process; may prepare and develop advertising material; plan, coordinate, develop, and implement testing procedures including assessment centers; train examination panels and interview boards.

5. Conduct new hire orientations and exit interviews for executive management as needed.

6. Prepare negotiation materials for council and negotiation team; prepare costing and analysis of union issues with recommendations; participate in the negotiation team; prepare staff report to Council for newly implemented contract; ensure timely and accurate administration of contract.

7. Review and approve employee evaluations; ensure policies and procedures are adhered to.

8. Conduct classification studies and analysis; prepare recommendations and cost analysis; revise and develop classification specifications.

9. Coordinate leave of absences with employees; conduct interactive processes with employees; coordinate reasonable accommodations.

10. Coordinate and oversee payroll changes and salary adjustments; coordinate, implement and maintain mass salary increases; update, verify and maintain pay scale wages; ensure that documents are prepared accurately.

11. Conduct complex salary, benefit and classification surveys; compute and compile survey data and results; recommend modifications to administrative programs, policies and procedures as appropriate.

12. Coordinate and participate in preparing and developing the City's Equal Employment Opportunity (EEO) policy; calculate EEO statistics and prepare related reports.

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, discipline, employee records, benefits and other related matters.

14. Prepare various forms of correspondence including letters, reports, bulletins, requests for proposals (RFPs), announcements and memoranda; prepare staff reports including necessary resolutions and contracts 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; prepare monthly information for City newsletter.

15. Coordinate, develop, and conduct/implement employee training programs and activities; coordinate and conduct training programs with department heads.

16. 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.

17. 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; implement appropriate discipline; prepare employee evaluations as necessary.

18. Participate in coordinating the Human Resources division's annual budget including tracking and drafting the budget.

19. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

20. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.

21. Serve as Human Resources Administrator as required; review all correspondence and mail for the Administrator; prioritize and distribute items to staff members as appropriate.

22. Perform related duties as required.

SAP Process Manager Responsibilities:

1. Manage the configuration, maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) System; identify and resolve ongoing functional and technical issues; coordinate, configure, maintain and test system modifications; create employee work schedules; identify, recommend and facilitate system enhancements.

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.

4. Record OSS Notes to resolve technical issues; monitor and implement resolutions.

5. Maintain system authorizations.

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:

Advanced principles, laws and practices of human resources management including recruitment, classification, compensation and organizational theory.
Advanced methods and techniques used in conducting research and analyzing data.
Advanced principles, laws and procedures of employee benefit administration.
Employee labor relations contracts, costing and analyses practices and policies.
Labor relations, negotiation processes and employment law.
Business letter writing and 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 records.
Think independently and make decisions in the absence of supervision.
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.
Analyze and rectify Enterprise Resource Planning (ERP) system issues.
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, business administration, organizational development, or a related field.

Experience:

Four years of increasingly responsible human resource management experience, including two years of supervisory 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; may be required to work extra hours as needed.

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: December 2003
Johnson & Associates

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