



HR Analyst I HR Analyst II

General Information

Classification Code:	MGTANL
Effective Date:	January 31, 2020
Pay Grade:	C41 to C42
FLSA Status:	Exempt

Position Summary

The Human Resources Analyst performs support services and strategic partnering for the City in one or more of the following areas of service; employee relations and labor relations; recruitment and selection; classification and compensation; employee benefits; leave administration; training and development; and human resources policies and procedures. Performs related duties as required.

Classification Characteristics

The Human Resources Analyst positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels and may include supervision of lower level support staff or lead responsibilities. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

HR Analyst I - Employees at this level generally have minimal professional experience and perform more day-to-day routine and recurring human resources activities for which there are defined processes, procedures, instructions, models, and precedents. Operates at the tactical and transactional levels. As experience is acquired, employees are expected to perform with increasing independence. This level requires a general knowledge of basic analytical processes and program knowledge and the ability to interpret a variety of data.

HR Analyst II - is the fully journey level in the Management Analyst series. The HR Analyst II differs from the Management Analyst I by the level of complexity, sensitive, independence, and the diversity of assignments. Employees assigned to this classification have full responsibility for a variety of diverse human resources activities, including developing and/or refining policies, procedures and related items. Employees have also demonstrated the knowledge and the ability to deal independently with complex and sensitive issues; they lead an area of operational function; lead or manage small to mid-sized projects; they work independently with minimal supervision and receive only occasional instructions or assistance as new or unusual situations arise.

After an employee has been employed at the entry level in a flexibly staffed classification for a period of at least one (1) year, the employee may be advanced to the journey level subject to the following:

- The employee meets the minimum qualifications for the journey level.
- The employee is performing journey level duties at an acceptable level.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

Essential Duties

1	Performs services in assigned human resources area including employee relations, labor relations, recruitment/selection/staffing and workforce planning, classification, compensation, human rights, employee benefits, training and development, workers compensation and risk management, human resources policies and procedures, HR Information Systems, and compliance.
2	Assists with the management of assigned human resources operational activities including the identification of business processes and opportunities for continuous improvement, drafting of operational policies and procedures, measurement and analysis of performance indicators and provides information regarding employment policies, procedures, laws and regulations.
3	Prepares, reviews, and maintains personnel and related reports, forms, files, logs, applications, records, and related documents; manages human resources and other applicable systems and databases; researches, monitors, and analyzes information; and makes recommendation to higher-level staff.
4	Coordinates with internal City management and staff, vendors, and other external agencies; responds to requests and inquiries; troubleshoots program-related operational issues; and provides guidance and consultation to supervisors and employees; and facilitates and/or attends committee and related meetings.
5	Administers and ensures compliance with applicable personnel and related regulations, policies, contracts, and procedures.
6	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

Positions assigned to *Leave/Benefit Administration* may be responsible for:

- Administering employee requests for leave under the Federal and Oregon Family Medical Leave laws (FMLA/OFLA), which include, reviewing leave paperwork and approving or denying requests, preparing and sending out leave packets to employees, and providing FMLA, OFLA, Military leave, ADA and related benefits and leave information to employees and managers.
- Coordinates the annual open enrollment process and employee orientations, including Medical/Dental Benefits for retired employees and spouses.
- Acts as liaison between benefit vendors and plan participants to clarify issues, plan provisions, and to resolve problems.
- Serves as primary resource for employees, retirees and their dependents regarding the use and understanding of all plans (i.e. medical, dental, and retirement)
- Filing workers' compensation claims with applicable carriers, and coordinating with doctors, nurses, campuses, and health care providers to ensure appropriate processing of claims.
- Coordinate and conduct employee orientations with emphasis on benefits programs and options.
- Actively participating and providing guidance to the Safety Committee.

Positions assigned to *Talent Acquisition* may be responsible for:

- Identifying job specific sources to reach a diverse, qualified pool of active and passive prospective candidates.
- Developing and producing job announcements, advertisements, and related materials.
- Partnering with hiring managers to develop position requirements and preferences.
- Conducts applicant screening to determine interview finalists, applies and adheres to laws and regulations around hiring, advises on interviewing best-practices, administers testing, and coordinates reference/background check processes.
- Provides advice and counsel to hiring managers regarding candidate grade placement, SkillSurvey/ reference reports, debrief and final hiring decisions.
- Creates and provides recommendations for interview questions designed around position competencies.
- Conducts new hire pay placement assessments against current staff for Oregon Equal Pay compliance.

Functional Specific Responsibilities

- Creates job offer letter and terms, and negotiates with selected candidate.
- Planning and implementing diversity initiatives, including ensuring implementation of and adherence to the City's Affirmative Action and diversity work plans and facilitating related staff development.

Qualifications

Minimum Qualification:

- ***HR Analyst I*** - Bachelor's Degree in a related field and 0-2 years of relevant professional experience or an equivalent combination of education and experience.
- ***HR Analyst II*** - Bachelor's Degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.

Licensing/Certifications:

- PHR/SPHR or IPMA-CP designations required for the HR Analyst II position.
- Valid Oregon driver's license at time of appointment, depending on area of assignment.

Technology Skills:

- Document management software - LaserFiche
- Electronic mail software - Microsoft Outlook
- Human resources software – PeopleSoft
- Internet browser software - Microsoft Internet Explorer
- Office suite software - Microsoft Office
- Presentation software - Microsoft PowerPoint
- Spreadsheet software - Microsoft Excel
- Word processing software -Microsoft Word

Knowledge Required:

- ***Personnel and Human Resources*** - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- ***Clerical*** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- ***Administration and Management*** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- ***English Language*** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ***Customer and Personal Service*** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ***Law and Government*** - Knowledge of Federal and state laws and regulations including, FMLA, EEO, ADA, and related human resources and benefits laws.
- ***Education and Training*** - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Qualifications

Skills:

- **Speaking** - Talking to others to convey information effectively.
- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.
- **Service Orientation** - Actively looking for ways to help people.
- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.
- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Judgment and Decision Making** - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Instructing** - Teaching others how to do something.
- **Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Negotiation** - Bringing others together and trying to reconcile differences.
- **Time Management** - Managing one's own time and the time of others.

Abilities:

- **Oral Comprehension** - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** - The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** - The ability to read and understand information and ideas presented in writing.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity** - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Near Vision** - The ability to see details at close range (within a few feet of the observer).
- **Inductive Reasoning** - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)					Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)				
		0%	1-5%	11-35%	36-75%	76-100%		0%	1-5%	11-35%	36-75%	76-100%	
BODY POSITIONS							PUSH/PULL						
Standing			X				0-10 lbs.			X			
Sitting						X	11-20 lbs.		X				

Physical Requirements										
Walking – Even Surface		X				21-50 lbs.	X			
Walking – Uneven Surface	X					51-75 lbs.	X			
Kneeling	X					76-100 lbs.	X			
MOVEMENTS						ENVIRONMENTAL HAZARDS				
Bending/Stooping		X				Indoors				X
Twisting		X				Outdoors	X			
Crawling	X					Dust	X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward		X				Noise – Low		X		
Reach – Backward	X					Noise – Moderate	X			
Climbing – stairs	X					Noise – High	X			
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat	X			
Grasping – whole hand		X				Cold	X			
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls				X
21-50 lbs.	X					Seeing			X	
51-75 lbs.	X					Talking			X	
76-100 lbs.	X					Hearing		X		
						Extended work hours	X			

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)
2010.11 – Revisions by HR
2011.07 – Adopted
2020.01 – Job Description prepared and adopted