

**SENIOR PERSONNEL ANALYST****NATURE OF WORK**

This is professional level work in the administration and operation of human resource management programs critical to the fulfillment of departmental goals and objectives. Incumbent will be expected to perform or manage functions and/or activities of a variety of specialty areas including but not limited to administering compliance programs, training, recruitment, merit system testing, classification, affirmative action, investigations and other human resource related programs as the department determines important to implement based on industry trends and forecasted priorities.

Work is performed under the general supervision of the Director of Organizational Development and the Personnel Director and is often performed independently requiring effective judgment and reference to policy or precedent. Work is reviewed through conferences, oral and written reports and evaluation of results.

**ILLUSTRATIVE EXAMPLES OF WORK**

Performs and or manages functions and/or activities of assigned human resource program area, and directs clerical staff assigned to assist in the completion of various activities. Develops and reviews activities, analyzes and resolves problem situations under area of immediate responsibility or recommends appropriate action.

Independently plans and prioritizes both long and short term projects in the areas assigned.

Acts as liaison between Human Resources and City departments in providing communication, assistance and superior customer service related to program areas assigned and in ensuring compliance with all federal, state and local laws.

Assists the department in the design and development of human resources programs and activities as required by industry-related trends or forecasted priorities of the City.

Assists in refining departmental business and workflow processes to achieve simplicity, speed and quality for both internal and external customers.

Conducts job analyses for test validation or to establish or revise position classifications.

Plans or assists in developing processes to facilitate the attracting of qualified and diverse applicant pools using existing and new sources of recruitment.

Plans, develops, prepares and performs all necessary activities, materials, and logistics involved in administering and scoring a range of job-related merit examinations.

Screens, admits/rejects applicants and re-evaluates rejection decisions as necessary.

Assists in interpreting personnel policies and procedures; communicates with City departments, employees and the public concerning human resource programs, testing, selection/hiring and personnel issues.

Provides information to City departments and the general public concerning established departmental practices, procedures or policies.

Conducts research on various personnel matters and reports findings.

Assists with or conducts investigations to gather facts or data related to workplace complaints.

Plans, develops or assists with development of training programs.

Prepares reports and charts providing update on progress of work in the areas assigned.

Utilizes word processing, spreadsheet and data base programs to compose reports or other documents and to query information.

Maintains confidentiality with information and or documents processed, handled or stored by the department.

Performs related work as required.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**REQUIREMENTS OF WORK**

Graduation from a four year college or university with major course work in public administration, psychology, industrial relations, or a closely related field, with PHR, SPHR, IPMA-CP or IPMA-CS certification preferred; and three to five years experience in increasingly responsible personnel work involving experience with human resource programs including but not limited to designing and leading recruitment strategies, employment testing, training,

classification and organizational design, human resource related technology and reporting metrics; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of and ability to apply the principles, concepts and professional standards and practices of modern public personnel administration.

Knowledge of Federal and State laws relevant to public personnel administration.

Knowledge of recruitment and selection principles and procedures.

Knowledge of job analysis and evaluation techniques.

Knowledge of merit system testing, evaluation methods, and statistical techniques applied in personnel testing.

Knowledge of the principles and practices of job classification.

Knowledge of employment practices related to equal employment opportunity or affirmative action plans or programs.

Considerable oral and written communication skills.

Considerable interpersonal and interviewing skills.

Skill in the use of word processing and spreadsheet programs.

Ability to learn the use of computer application programs used in the department with ease and in a minimal amount of time.

Ability to effectively assist in planning and aligning departmental goals and objectives to organizational needs and applying proactive solutions to organizational problems.

Ability to assume and carry out increasingly responsible tasks and to exercise sound judgment and discretion and confidentiality in assisting and advising City employees on personnel matters.

Ability to assign and direct the work of clerical personnel.

Ability to design and deliver formal and informal training.

Ability to research and prepare logical and accurate reports.

Ability to analyze problems quickly and determine effective solutions.

Ability to keep abreast of industry trends, benchmarks and best practices.

Ability to follow collective bargaining unit contracts.

Ability to establish and maintain effective working relationships with elective officials, department heads, employees and their representatives, professional groups, and the general public.