

**Attachment 2
NEW CLASSIFICATION**

**CITY OF REDWOOD CITY
SENIOR HUMAN RESOURCES ANALYST (CONFIDENTIAL)**

DEFINITION

Under general direction, performs a variety of professional level human resources work in one or more specialized program areas including: recruitment and selection, employee relations, organization and employee development, labor relations, classification, compensation and budget, workers' compensation, safety and benefits; plans, develops, implements and administers assigned program responsibilities; supervises professional, paraprofessional and/or clerical staff; conducts research analysis and prepares reports, and provides highly responsible complex staff assistance to the Human Resources Director.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is an advanced journey level and supervisory confidential classification. Incumbents are expected to work independently, perform and coordinate the full scope of assigned program activities, and supervise and train subordinate professional, paraprofessional and/or administrative support staff assigned to the specific program area.

SUPERVISION RECEIVED AND EXERCISED

Responsibilities may include direct supervision of professional, paraprofessional and/or administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The following list of duties includes examples of the various types of work that may be performed and the level of technical complexity of the assignment, and is not intended to be exhaustive. Assignments vary, depending upon area of responsibility:

Recruitment and Selection

1. Develops, plans, coordinates and administers recruitment and examination processes for client departments.
2. Works with department management to develop recruitment plans and creative outreach techniques to attract a diverse applicant pool.
3. Designs, develops, and selects job-related selection procedures.

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4. Oversees and coordinates the preparation of job announcements, employment advertising and other recruitment materials.
5. Oversees and coordinates the evaluation of employment applications to determine eligibility and qualifications.
6. Develops examination schedules, administers and evaluates oral, written, physical agility and performance examinations and other assessment instruments, and performs statistical analysis of examination results.
7. Coordinates and attends job fairs and other outreach events to publicize City employment opportunities; provides information and instructions to job applicants and the public concerning employment opportunities and examinations procedures.

Employee Relations

1. Performs investigations and facilitates resolution of employee relations issues, including disciplinary matters, and complaints of discrimination and harassment, misconduct or violations of City policy.
2. Provides oversight and consultation to management staff on the completion of performance evaluations, corrective actions, discipline, and grievances in accordance with appropriate policies and memoranda of understanding.
3. Researches, develops, interprets and administers human resource policies and procedures; interprets and ensures compliance with memoranda of understanding, personnel rules and regulations, and local, state and federal law.
4. Provides information and advice to employees and management staff regarding the appropriate application and implementation of City policies, legal requirements, and memoranda of understanding.

Organization and Employee Development

1. Serves as the City's liaison with the County Training Consortium, assists in the development and selection of regional training programs for public employees.
2. Conducts training needs assessments for city employees and departments.
3. Provides research and analysis, and programming for workforce planning initiatives, such as projections for future staffing and skill requirements.
4. Facilitates training and workshops with groups of various sizes and levels.

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5. Oversees the administration of the City-wide tuition reimbursement program.
6. Develops and administers contracts with employee development service providers and vendors, coordinates and approves purchases training and educational materials.
7. Serves as department coordinator for performance measurement and strategic planning.
8. Manages and administers the employee bilingual certification program in accordance with established policies and procedures.

Labor Relations, Classification and Compensation

1. Conducts preparatory research on contract and bargaining matters for labor negotiations, including surveying wages, benefits, working conditions, and analyzing labor proposals.
2. Conducts compensation surveys; conducts job evaluations and classification audits, prepares new or modified job descriptions, determines recommended compensation levels.
3. Works with members of the finance department to administer the City's compensation plan in accordance with memoranda of understanding and City policy, assists in the evaluation of future labor costs.
4. Develops, monitors, and administers department budget, oversees departmental administrative support functions.

Workers' Compensation, Safety and Benefits

1. Interprets and applies laws, policies, and procedures, and recommends systems for effective and efficient processing of workers' compensation claims.
2. Administers a cost-effective self-insured workers' compensation program; coordinates and participates in case management with the third party administrator, facilitates claims investigations, and serves as the liaison between the City, injured worker and Third Party Administrator in workers' compensation related issues.
3. Initiates and conducts the interactive process with injured workers and coordinates or makes recommendations regarding reasonable accommodations.
4. Administers the Citywide Safety Program, ensures City compliance with Occupational Safety and Health Administration (OSHA) and related, local, state,

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and federal regulations; arrange for safety inspections to identify hazards and responds to complaints of safety hazards, coordinates and oversees Citywide safety trainings, and administers the City's drug and alcohol test program for commercial drivers.

5. Oversees the administration of employee benefits programs, including health and retirement benefits, ensures compliance with local, state, and federal regulations and appropriate memoranda of understanding.
6. Monitors FMLA/CFRA leaves and short and long term disability programs ensuring legal compliance; represents the City at unemployment hearings.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Advanced principals, practices and techniques of public human resources administration.

Applicable local, state, and federal laws and regulations.

Employee and labor relations principles and practices in collective bargaining environment.

Modern office practices and procedures, including common computer software programs automated database applications.

Principles and practices of supervision, training, and project management.

Principles and practices of budget development, preparation, and expenditure control.

Ability to:

Develop and coordinate work programs. Manage various contracts; develop and track budgets.

Supervise, direct, train and evaluate subordinate staff.

Effectively organize, prioritize and follow-up on work assignments. Maintain accurate records.

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Analyze complex administrative and technical issues and make appropriate recommendations for action. Make sound decisions within established guidelines.

Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes as appropriate.

Learn and interpret complex principles, practices, techniques, and regulations pertaining to program areas.

Communicate clearly and effectively, make public presentations, and manage meetings effectively.

Write clear and concise professional reports, memoranda, correspondence and other documents.

Work independently and as a member of a team, establish and maintain effective working relationships.

Observe safety principles and work in a safe manner.

Experience and Training Guidelines:

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

Experience:

Three years of progressively responsible experience in human resources or worker's compensation administration.

Training:

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

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment.

Effective Date:

Bargaining Group: Unrepresented

Status: Confidential / Exempt