



# Human Resources Analyst I/II/Senior

The City of Lincoln is looking for a conscientious performer to join its Human Resources team who loves being productive and is committed to exemplifying the City's values of customer focus, team orientation, innovation, creativity, integrity, and accountability. Depending on level of experience and education, the City will hire one person to fill the position of Human Resources Analyst I, II, or Senior Human Resources Analyst to train with retiring Senior Human Resources Analyst for approximately six months. The beginner must be eager to learn, analytical, follow directions, be dependable, and be open to grow and adapt to the increasingly dynamic field of human resources. The more experienced person must be a results-driven achiever with a high degree of planning and organizational skills along with an ability to form professional, inter-personal relationships in a diverse environment.

This position will be an exceptional, Human Resources career-path position for the adaptive, responsible contributor committed to high-performance and to the formation of Human Resources competencies that meet the needs of the City's employees and the objectives of the organization.

The jobseeker who gets hired will have a drive and passion for work in the field of Human Resources and be able to demonstrate the traits and characteristics emphasized in this announcement on paper and in an interview.

## **DEFINITION:**

Under general supervision, learns to perform and performs professional level human resources duties related to recruitment, examination, selection, equal employment opportunity, employee relations, benefits, classification, compensation and general personnel support; implements and administers assigned program responsibilities; conducts research, analysis and preparation of reports; performs other related duties as required.

## **DISTINGUISHING CHARACTERISTICS:**

### Human Resources Analyst I

The **Human Resources Analyst I** is the entry-level class in the Human Resources Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex support assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Human Resources Analyst II and incumbents may advance to the higher-level after



gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

### Human Resources Analyst II

The **Human Resources Analyst II** is the full professional level class in which the incumbent is expected to independently perform the full scope of human resources analysis and research on new and current program activities as assigned. This classification is distinguished from the next higher classification of Senior Human Resources Analyst in that, the later is responsible for the more advanced duties and acts as the division manager of an assigned function.

### Senior Administrative Analyst (in Human Resources)

The **Senior Administrative Analyst** is a professional level class in which the incumbent is expected to independently perform the full scope of administrative analysis, research and management of new and current program activities as assigned. This role is considered the lead and/or specialist level within the Administrative Analyst Series, with Human Resources emphasis. In the lead assignment, incumbents provide supervision and direction to technical and/or professional level staff including delegation, direction, and evaluation of assigned work. In the specialist assignment, incumbents work on specialized projects containing a high number of complex, difficult, and sensitive tasks and assignments. Positions at this level are distinguished from those in the lower classification of Administrative Analyst II or Human Resources Analyst II by their performance of more difficult and complex work requiring independent judgment and decision-making for more complex departmental issues.

### **SUPERVISION RECEIVED/EXERCISED:**

#### Human Resources Analyst I

Receives immediate supervision from the Human Resources Manager. May exercise functional and technical supervision.

#### Human Resources Analyst II

Receives general supervision from the Human Resources Manager. May exercise functional and technical supervision.

#### Senior Administrative Analyst (in Human Resources)



Receives general supervision from an executive manager within the department or designee as applicable. May exercise functional and technical supervision of lower level personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

Human Resources Analyst I / II

- Performs duties related to recruitment, examination, selection, equal employment opportunity, employee relations, benefits, classification, compensation and general personnel support.
- Gathers information from employees, departments and outside agencies for personnel information.
- Develops, coordinates and administers the recruitment and examination process, including conducting job analysis, developing recruitment plans and creative outreach techniques to attract a diverse applicant pool; designs and develops job related selection procedures; evaluates employment applications; develops examination schedules; administers and evaluates oral, written, physical ability and performance tests and other assessment instruments; prepares job announcements, employment advertising and other recruitment materials.
- Provides information and advice to employment applicants and the general public concerning employment opportunities and examination procedures.
- Provides information concerning human resources policies, procedures, wage rates and terms of labor contracts to City staff and the public; conducts salary surveys; responds to compensation and classification survey requests; assists in analyzing salary data and preparing related reports.
- Maintains health benefits for City staff, including forms processing and completion, open enrollment and answering all questions from City staff regarding their health benefits.
- Maintains performance reviews for the entire City staff.
- Compiles data for use in a variety of special reports.
- Assists in preparing procedures, written materials, budgets, forms, charts and other materials for distribution internally and externally.
- Assists in coordinating HR activities with other divisions, departments, government agencies and outside organizations; provides technical assistance as needed.
- With guidance assists management staff in implementing discipline procedures; explains and interprets guidelines for management staff.
- Responds to department and citizens complaints.
- Evaluates and reports on employee morale and associated problems.



- Establishes effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- **Senior Administrative Analyst (in Human Resources):**
  - Analyzes requests and assignments related to organizational structure, salary levels, classification, examining procedures, and other human resources functions.
  - Analyzes duties and responsibilities in accordance with recognized practices to determine job content for purposes of examination development, position classification, compensation and performance reviews; interviews incumbents and supervisors to determine and/or recommend appropriate testing and allocation of positions.
  - Plans and conducts recruitment and selection activities, including analyzing staffing requirements, market trends, and applicant sources; develops and validates examinations; develops advertising campaigns; administers the examination process; evaluates and responds to protests and appeals.
  - Compiles and analyzes salary and benefits data and recommends maintenance or revision of the salary structure.
  - Develops new or revised classifications based on job studies, including developing class specifications and assigning and appropriate salary range.
  - Designs and conducts employee training and orientation programs; develops and uses specialized training aids.
  - Compiles, analyzes, maintains and reports information in order to prepare notices of proposed disciplinary actions connected with employee discipline cases.
  - Investigates, prepares findings, and makes recommendations regarding complaints of unlawful discrimination or harassment.
  - May provide information, conduct research for and participate in labor negotiations.
  - Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in



preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

## Ideal Candidate

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Analyst I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

### **Human Resources Analyst I**

Two years of technical human resources experience. A bachelor's degree in human resources administration, public administration, business administration or a related field may be substituted for the two years of experience.

### **Human Resources Analyst II**

In addition to the above, two years of experience equivalent to that of a Human Resources Analyst I in the City of Lincoln.

### **Senior Administrative Analyst (in Human Resources)**

Possess the equivalent of four years of directly related analyst experience, including two years of project management experience, a Bachelor's degree in business, public administration or a related field. A Master's degree in a related field is highly desirable.

### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.



**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Principles and practices of public human resources administration, including recruitment, selection and employee benefits; legal and professional standards and procedures for the development, administration and validation of assessment instruments; research methods; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes and regulations; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Learn more complex principles, practices, techniques and regulations pertaining to assigned duties; develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes as appropriate; develop and coordinate work programs; maintain accurate records; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

**To Apply:**



Go to CalOpps.org to apply for this position. The City of Lincoln is found under Sierra Foothills, under the Member Agencies tab. A direct link to apply for the position is:

<https://www.calopps.org/lincoln/job-17716121>.