CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Human Resources Analyst** **E-PLAN SG:E2-7**

DEPARTMENT: **Human Resources** **CS: N FLSA: N EEO4CODE:PR**

JOB SUMMARY:

The Human Resources Analyst works collaboratively, but independently, in carrying out complex work in recruitment, performance management, Civil Service/merit system selection, classification and compensation, labor relations support, training, policy development and other professional human resources functions. Provides consultation, advice and direct service to City departments and employees regarding sensitive personnel and organizational issues. Job emphasis is on responsibility for analysis of problems, issues, and situations arising from work assignments, and for development, communication and implementation of recommendations. May be assigned as lead in functional area of expertise or on special projects including responsibility for budgeting and contract work. Work is performed in a unionized environment.

SUPERVISORY RELATIONSHIPS:

The Human Resources Analyst reports to the Human Resources Services Manager. Work is performed under general supervision and the guidance of applicable federal and State employment and EEO regulations, Civil Service Rules, labor agreements, and City and departmental policies and procedures. May serve as lead in a functional area of expertise or on assigned projects. May assign and review work of support staff and participate in their performance appraisals. May supervise interns.

ESSENTIAL FUNCTIONS:

1. Provides advice and assistance to assigned departments based on substantial and broad knowledge of City policies, procedures, labor agreements, Civil Service Rules, and Human Resources principles and practices.

2. Provides consultation to City managers on personnel and organizational development problems and issues including staffing and placement, performance management, classification and job restructuring. Troubleshoots issues and offers alternatives for early resolution.

3. Provides information to employees and supervisors concerning implementation of Human Resources policies and procedures, EEO and labor regulations.

4. Provides direct assistance to employees to answer questions, concerns, or complaints; clarifies and identifies issues, provides information on procedures and entitlements,

works with managers, staff and union representatives to resolve issues. Assists departments with the investigation of allegations of misconduct, including discrimination, and provides information on procedural requirements.

5. Provides guidance and conducts investigations. Prepares and reviews fact finding and investigation summaries. Advises on disciplinary penalty. Prepares and reviews disciplinary notices. Works with legal department or outside counsel to prepare and review case files for responding to complaints and appeals under contract or law.

6. Researches, designs, prepares and coordinates training and employee development materials and programs. Presents training topics to a variety of audiences.

7. Develops, reviews and revises job descriptions and classification specifications. Documents recommendations; facilitates approval process and implementation.

8. Assists staff and employees with understanding rights and responsibilities under collective bargaining law and agreements. Provides guidance and assistance on the procedures and resolution of employee contract grievances. Provides assistance to labor-management committees at the departmental level as provided under contract and law. Provides staff support for labor contract negotiations, including researching and preparing information and assisting at bargaining and arbitration. Serves as notetaker in labor negotiations.

9. Acts as project manager or team leader for the development of new or revised Human Resources systems and procedures as assigned.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, employee development and performance planning and appraisal.
- Working knowledge of federal and State employment and labor law, Civil Service Rules, and City human resources policies and procedures and the ability to interpret for others complex guidelines, codes, labor contracts, regulations, policies and procedures.
- Research methods, data collection and sampling techniques, and statistical analysis.

Skill in:

- Demonstrated skill in using spreadsheets, word processing, and database management software.

- Excellent writing skills for reports, correspondence, case summaries, policies, findings of fact, classification specifications, test construction, and other human resources applications.
- Communicating tactfully with superiors, peers, other government agency representatives and the general public.
- Excellent oral communications skills with groups and individuals. Strong public presentation skills.
- Management skills including problem analysis and decision-making, strategic and project planning and organizing, interpersonal sensitivity, adaptability/flexibility, tolerance for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.

Ability to:

- Establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants, and the general public.
- Participate in and contribute to the development, implementation and administration of comprehensive employee and labor relations programs.
- Represent the City effectively in dealings with employees and employee organization representatives on a variety of labor relations and collective bargaining issues.
- Collect, compile, and analyze complex information and data.
- Prepare clear, concise accurate and persuasive reports, correspondence, analytical studies and other written materials.
- Explain and interpret for others complex guidelines, codes, regulations, policies and procedures.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently remain stationary for long periods of time;
    - Frequently communicate accurate information and ideas with others;
    - Frequently move between work sites.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. Some travel to professional meetings required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with major course work in human resources, public or business administration, or a related field. Master's degree preferred.

- A minimum of four years' experience in professional HR work with a full range of HR programs and services such as recruitment and selection; compensation, classification, benefits, safety, training and development, labor relations, performance management.
- SPHR certification or a graduate degree in a directly related field may substitute for up to two years of the experience requirement.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Occasional travel to conferences and training sessions.

PREPARED BY: Sharon Skagen
5/85

REVISED BY: Kathryn Hanowell
11/89, 10/93, 2/00, 1/01

A. Sullivan
1/18

REVIEWED BY:_____
KayCee Luxtrum
Human Resources Services Manager