CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Human Resources Analyst – Selections & Recruitment** **E-PLAN SG:E2-7**

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

JOB SUMMARY:

The Human Resources Selections and Recruitment Analyst works collaboratively, but independently, under general direction in carrying out complex work in recruitment, performance management, Civil Service/merit system selection, labor relations support, training and other professional human resources functions. Serves as lead on City's selection and recruitment efforts. 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 additional functional area of expertise or on special projects including responsibility for budgeting and contract work. Work is performed in a unionized environment.

SUPERVISORY RELATIONSHIPS:

Reports to the Human Resources Services Manager and works under applicable federal and State employment and EEO regulations, Civil Service Rules, labor agreements, and City and departmental policies and procedures. Serves as lead for selections and recruitment and may serve as lead on assigned projects. May assign and review work of support staff and participate in their performance appraisal. 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/or 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. May work with union representatives and employees in dispute settlement discussions.

7. Plans, formulates, constructs and administers recruitment and selection processes for all levels of positions; develops oral, written, physical agility, and performance examinations as needed; screens applications and oversees and may participate in interviews of applicants for City employment. Reviews and recommends reasonable accommodation for placement of disabled applicants or employees.

8. Works collaboratively with departments to develop and prepare selection process. Develops and presents eligibility registers to Civil Service Commission for approval. Works with assigned Chief Examiner to resolve issues or disputes regarding Civil Service exams and develops appropriate information for Civil Service review and/or decision.

9. Serves as staff lead for selections and recruitment including annual program planning and budgeting responsibilities. Acts as project manager or team leader for the development of new or revised selections and recruitment systems and procedures as assigned.

9. Facilitates hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. Receives and responds to information requests from candidates about various testing and employment matters.

10. Monitors legal changes and best practices impacting selection and recruitment. Makes recommendations for modifications to testing processes, Civil Service rules and selection and recruitment policies to maintain relevancy of practices and policies.

11. Promotes equity, diversity and inclusion through selection and recruitment processes and practices. Researches creative ways to improve and incorporate equity, diversity and inclusion in recruitment activities. Researches new ideas through media, trainings and peers, preparing recommendations for action.

12. 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: researching and preparing information and assisting at bargaining and arbitration. Serves as notetaker in labor negotiations.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Principles and 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, class 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.

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.
- 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.

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5/85

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11/89, 10/93, 2/00, 1/01

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1/18

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