

CITY OF LINCOLN

SENIOR HUMAN RESOURCES ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs complex and highly responsible professional and technical human resources work in the areas of recruitment, examinations, classification and compensation, employee and/or labor relations, benefits administration, and provides support to the Human Resources Director.

DISTINGUISHING CHARACTERISTICS:

The Senior Human Resources Analyst is a professional level class in which the incumbent is expected to perform a wide range of the most complex human resources activities. As the advanced journey level classification within the Human Resources Analyst series, positions at this level are distinguished from other classes within the series by the greater level of responsibility assumed, complexity of duties assigned, independence of action taken and by the nature, scope and impact of the work performed. Employees perform the most difficult, confidential and advanced level type of duties assigned to classes within the series, which may include providing direct supervision over assigned personnel and performing complex professional analytical work in support of internal and external customers with sound judgement and minimal supervision.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Human Resources Director. Incumbents may supervise technical or support staff.

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

- Administers the City's selection process; plans and coordinates recruitments; conducts labor market analyses and determines length of recruitments; prepares job bulletins and recruitment information; determines and places advertising in appropriate media; coordinates participation in career and job fairs; and reviews and evaluates applications; determines appropriate written, oral and/or performance examination programs; develops, evaluates and validates selection instruments; supervises the administration and scoring of examinations and the establishment of eligible lists; receives, researches and responds to candidate appeals; manages the employee onboarding and separation processes and develops and implements recruitment processes and procedures.
- Prepares or oversees the preparation of all personnel action forms, including new hires and separations, and submission of payroll for processing.
- Administers the City's employee benefit program including retirement, health, dental, life insurance and voluntary employee benefits; evaluates program and vendor effectiveness; assists in resolving

difficult or sensitive problems; serves as intermediary for employees and vendors/providers and administers the City's open enrollment process.

- Conducts position classification studies; performs job audits and analyses of individual positions, classes and series of classes; participates in organizational and staffing studies of City departments; prepares and revises class specifications and proposes appropriate salary ranges for newly established and revised classifications.
- Conducts salary and employee fringe benefit surveys, analyzes data and recommends adjustments and internal relationships.
- Develops, implements and manages the use of the City's HRIS system; analyze and develop forms and procedures associated with human resources processes and HRIS applications; maintain the department internet and intranet pages.
- Provides professional and technical advice regarding memorandum of understanding (MOU), language, Personnel Rules and Regulations, policies, procedures, laws, rules and regulations to City departments, employees, employee organizations, job applicants and the general public and responds to complaints and requests for information from employees, management, outside agencies and the public.
- Designs and conducts employee training and orientation programs and assesses training effectiveness and modifies training programs as needed.
- Supports the Human Resources Director with employee and labor relations matters to include handling investigations, disciplinary matters and labor relations duties; assists in the collection and preparation of data used in negotiations.
- Supports the Human Resources Director with conducting formal and informal inquiries into discrimination, harassment and equal opportunity related complaints.
- Coordinates leave management programs; advises employees on their rights under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Paid Family Care Leave (PFL), long-term disability and disability retirement; receives and processes requests for FMLA, CFRA and other leaves; determines eligibility and sends initial notices; requests additional information and prepares other leave-related correspondence; recommends approval or denial of leaves.
- Supports the Human Resources Director with monitoring compliance of the Department's various programs with applicable laws, guidelines and regulations; tracks and analyzes proposed legislation to determine impact on human resources operations and programs; researches, develops and proposes updates to, and/or establishment of new, City policies, administrative regulations and personnel rules.
- Establishes highly effective working relationships with clients, employees and union representatives, representatives of community organizations, state/local agencies and associations, City management and staff and the public.

- Performs related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, and squatting 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. Additionally, the incumbent in this position may work in all weather conditions including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required qualifications is to possess a Bachelor's degree from an accredited college or university with major course work in human resources management, public or business administration, industrial relations or a closely related field and four years of human resources experience in a public or government agency similar to that of a Human Resources Analyst II with the City of Lincoln. A Master's degree in a related field and professional human resources certifications are desirable.

Licenses/Certificates:

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

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of public personnel administration; methods and techniques related to classification, compensation and benefits analysis; applicable state and federal employment laws and regulations; principles and techniques of recruitment and selection in the public sector; knowledge of Meyers-Milias-Brown Act, California Public Employees' Retirement System, Worker's Compensation law, Family and Medical Leave Act, Fair Labor Standards Act, current labor case law and other related federal, state and local laws, codes and regulations.

Skill to:

Operate an office computer and variety of word processing, spreadsheet, presentation, financial and other software applications. Develop, analyze, proofread and maintain Excel spreadsheets.

Ability to:

Interpret the City's personnel programs and policies to employees and department managers; interpret and analyze information; coordinate a variety of tasks and assignments; elicit the cooperation of others; use a variety of computer software programs, including Microsoft Word, Excel, PowerPoint, and Visio; work in an office environment, which may require sitting for extended periods of time; maintain physical and mental condition appropriate to the performance of assigned duties. Incumbents must possess the physical and mental capacity to work under the conditions described in this document and to perform the duties required by their assigned position.

Salary Range:	Refer to Mid-Management/Confidential Salary Schedule
FLSA:	Exempt
Employee Group:	Mid-Management/Confidential
Adopted:	12/13/2022