

City of Salem
CLASS SPECIFICATION

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| CLASS. TITLE: | Human Resources Analyst | CLASS. CODE: 0073 |
| DEPARTMENT: | Human Resources | FLSA: E |
| REPORTS TO: | Human Resources Director | DATE: 7/1/2002 |

Job Summary:

Responsible for administering assigned element(s) of the city's human resources program including recruitment and selection of employees, development and maintenance of the classification and compensation system, performance appraisal systems, design and analysis of salary surveys, and/or organizational development analysis.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Manages the city's recruitment and selection process in planning, developing and administering all aspects to meet staffing needs. Provides consultation, direction and advice to department heads, supervisors and managers.
2. Performs recruitment planning including test development and validation. Conducts examination development and administration. Researches and evaluates adverse impact of prior testing methods and tests, recommends alternatives, analyzes test statistics and prepares reports.
3. Conducts diversity outreach, writes job announcements and recruitment materials, interview questions, rating sheets and assessment center and exercise descriptions.
4. Conducts training and responds to questions with managers and applicants regarding hiring policies and practices.
5. Consults, advises, develops and provides final approval of selection criteria prior to hire. Develops job related documentation on each hiring recommendation. Assists supervisor with the development of the job offer package.
6. Reviews and approves background checks, references and physical examinations results.
7. Assist departments with analysis of organizational development; proposes options and implemented strategies to support organizational effectiveness.
8. Reviews requests for position classification studies, determines issues, conducts job analysis, develops options and facilitates solutions.
9. Initiates or responds to requests for classification and compensation maintenance studies, develops approach, conducts job analysis, develops specifications, conducts salary surveys and develops cost and implementation alternatives.
10. Reviews all city performance appraisals for clarity and consistency with city rules and procedures. Provides feedback to supervisors through training and one on one consultation.
11. Conducts or oversees internal investigations relating to harassment in the workplace.
12. Responds to requests for classification and compensation information from other agencies.
13. May be responsible for supervising assigned subordinate employees including making selection decisions, issuing discipline, appraising performance and making termination decisions.

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Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in human resources or a related field; and,

Three (3) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal and state laws and regulations including EEO, ADA and related human resources laws.
- Specialized aspects of assigned discipline, i.e. job analysis, performance planning, organizational development principles, recruitment and selection.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Develop and display calculations and statistical analyses to effectively communicate issues.
- Analyze issues and make recommendations for solutions.
- Read, interpret and enforce laws, rules and regulations relating to the human resources function.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.

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- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.