

PRINCIPAL HUMAN RESOURCES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a wide variety of analytical work at the advanced professional level requiring independent thought and judgement; provides complete and accurate advice and information to employees, supervisors and managers on the full range of personnel management policies and practices; may act in the absence of the Human Resources Director; may supervise assigned staff and do related work as required.

CLASS CHARACTERISTICS

This position is distinguished from the Senior Human Resources Analyst in that it provides direct management support to the Human Resources Director and other departmental directors and managers on functional personnel related issues. Performs specific labor relations and collective bargaining duties and/or manages programs involved in recruitment and selection, classification or compensation.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Develops goals, objectives, policies and procedures for assigned functions; participates in collective bargaining and labor/employee relations as a resource person and member of the management negotiating team; participates in budget preparation and administration; works with departments to resolve personnel issues, analyze staffing needs; interpret personnel policies and procedures and recommend effective courses of action; participates in special projects and training as required; works collaboratively with the personnel staff to develop strategies, plan activities, coordinates efforts and resolve issues and problems proactively and constructively; provides liaison and support to all City departments and agencies regarding the full range of personnel practices; interprets and provides advice, counsel and assistance regarding the full range of personnel rules, regulations and policies; researches and assesses impact of new laws/court rulings with regard to personnel policies, practices and procedures; conducts the more complex studies on subjects related to personnel, conducts research, analyzes findings and prepares reports based on findings, coordinates the work of outside contractors/consultants, as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of personnel management and organizational analysis
- Principles, practices and methods used in the organization and operation of municipal government;
- Current principles, practices and laws governing collective bargaining, recruitment and selection, classification and compensation;
- Advanced principles and procedures of research, statistics, planning, design, methodology and analysis;
- Applicable civil, government and administrative codes;
- Budget preparation and analysis and management audit techniques;
- Public sector employee/employer relations theory, practices and issues;
- Principles and practices of supervision;
- Principles and practices of public sector contract administration; and
- Principles and practices of customer service.

Ability to:

- Gather, interpret and analyze data to a superior degree;
- Exercise sound judgment and common sense;
- Plan and organize work with a high degree of independence of action;
- Conduct research and prepare complete and accurate analysis, reports and recommendations on a variety of issues;
- Prepare clear and concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships with all levels of City staff, labor associations, other governmental agencies and the general public;
- Plan and supervise the work of others;
- Utilize computer systems to enter and retrieve data;
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices;
- Demonstrate an awareness and appreciation of the diversity of the community; and
- Speak clearly and effectively before individuals and groups.

Experience and Training Qualifications

Experience: Five years of increasingly responsible experience performing the full range of professional and analytical personnel administration duties with considerable experience as a subject matter expert in one or more of the following: labor relations, recruitment and selection, classification or compensation.

Training: Graduation from an accredited college or university with a Bachelor's degree in personnel/human resource management, public administration, economics, business administration or a related discipline. Master's Degree is highly desirable.

License or Certificates: Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.