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8709 (NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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09/29/2011  
Revised

**TITLE: HUMAN RESOURCES ANALYST  
HUMAN RESOURCES ANALYST (NON-CLASSIFIED)**

**DEFINITION**

Under general supervision, to perform professional human resources work in a variety of program areas including: recruitment and selection; classification, compensation, and benefits; training; labor relations; human relations; and special programs; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry/journey level class in the professional Human Resources series. Work involves responsibility for the application of professional knowledge and skills to various human resource programs and problems. This class is distinguished from the Human Resources Specialist by the administrative responsibility for an assigned program area, the difficulty and complexity of work assignments, and for performing work involving research, analysis, and the preparation of sound recommendations. This class is further distinguished from the Senior Human Resources Analyst by the greater responsibility of the senior level for a major functional area, for the completion of difficult and complex assignments, and for the supervision of para-professional and professional level subordinates. Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Senior Human Resources Analyst or other higher level professional.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Senior Human Resources Analyst or other higher level professional. May exercise direct supervision, or have lead responsibility on a project basis, over para-professional, technical, and clerical staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Work with departments to resolve human resource problems, analyze staffing needs, interpret human resources policies and procedures; recommend effective courses of action.
- Participate in special projects and training as assigned.
- Prepare reports, charts, tables, and graphs.
- Prepare and/or deliver orientation programs, training programs, and other related workshops.
- Plan and coordinate a segment of the recruitment program.
- Determine labor market and length of recruitment period.
- Prepare recruitment plans, job announcements, and advertising strategies.
- Review and evaluate applications and determine applicant eligibility.
- Determine and assist in the development of appropriate written, oral, and/or performance evaluation programs.

- Develop or determine, evaluate, and validate selection instruments.
- Supervise and participate in the administration of examinations, scoring of examinations, and the establishment of eligibility lists.
- Conduct routine position classification studies; prepare and revise class specifications.
- Conduct routine salary and fringe benefit surveys; analyze data and recommend adjustments.
- Participate in organization and staffing studies of City departments.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City human resource activities, conditions of employment, and/or employee benefits.
- Research and statistical methods.
- Principles of office organization and principles of management.
- Impact of labor market conditions and socio-economic issues on recruitment and employment.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.
- Principles and practices of bookkeeping and budget preparation.
- Applicable federal, state, and local laws, regulations, and ordinances.

### **Ability to:**

- Plan, organize, and implement programs and related activities.
- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files, and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

Experience: A range of 1-3 years of human resources experience equivalent to an Administrative Intern, Management Intern, or Human Resources Specialist with the City of Riverside. A Master's degree may substitute for one year of experience.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Human Resources Analyst

**TO:** Senior Human Resources Analyst