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8732 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

09/16/06
Revised

CLASSIFICATION SPECIFICATION

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

DEFINITION

Under general direction, perform supervisory and/or lead supervisory professional human resources work in the development, implementation, and administration of the City's human resources program, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead/supervisory class in the Human Resources series. Work involves responsibility the application of advanced professional knowledge and skills to the systematic management of various human resource programs and problems. This class is distinguished from the Senior Human Resources Analyst by the higher degree of managerial responsibility assigned, under the direction of the Human Resources Director, for Human Resources Department operations; for providing human resources expertise in an advisory role to upper level management; for overseeing and performing difficult and complex work involving research, analysis, and the preparation of sound recommendations; and by the supervision of para-professional and professional level subordinates. Incumbents in this class use independent judgment and frequently and independently carry out general administrative assignments.

Incumbents in the Non-classified position shall be appointed "at-will", exempt from classified service and serve at the pleasure of the City Manager.

REPORTS TO: Human Resources Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Director. Exercises functional, technical, lead, and supervisory direction over professional, para-professional, technical, and clerical staff as assigned.

EXAMPLES OF DUTIES

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

- Develop goals, objectives, policies, and procedures for assigned functions.
- Organize, review, and participate in the work of professional, para-professional, technical, and clerical employees in a variety of personnel programs including: recruitment and selection; compensation, classification, and benefits; labor relations; training; human relations and affirmative action; and youth employment programs.
- Participate in budget preparation and administration.
- Participate in the "meet and confer" process as a resource person and member of the management negotiating team.
- Work with City departments to resolve human resource problems, analyze staffing needs, interpret human resource policies and procedures, and recommend effective courses of action.
- Participate in special projects and training as assigned.

- Participate in the selection, training, supervision, and evaluation of assigned professional, para-professional, technical, and clerical staff.
- Serve as Human Resources Director as required.

QUALIFICATIONS

Knowledge of:

- Principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City personnel activities, condition of employment and/or employee benefits.
- Advanced research and statistical methods.
- Principles of office organization and management.
- Impact of labor market conditions and socio-economic issues on recruitment employment.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.
- Principles and practices of municipal finance and budget preparation.
- Principles and practices of supervision and performance appraisal.
- 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.
- Coordinate and conduct complex, multi-phased projects and programs.
- Select, train, and evaluate subordinates.

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 business or public administration or a closely related field. Two years of professional experience may be substituted for two years of the required education on a year for year basis.

Experience: At least five years of professional Human Resources experience equivalent to a Human Resources Analyst with the City of Riverside. A Master's degree is highly desirable and may also substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Principal Human Resources Analyst

TO: Human Resources Director