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8721 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/01/10
Revised

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

DEFINITION

Under general supervision, to perform complex and difficult professional human resources work; to provide human resource expertise to City departments; to develop and conduct programs in the areas of: recruitment and selection; compensation, classification, and benefits; training; employee/labor relations and special programs; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional Human Resources series. Work involves responsibility for the application of advanced professional knowledge and skills to various human resources programs and problems. This class is distinguished from the Human Resources Analyst by the administrative responsibility for a large and/or complex program area and/or multiple program areas; for providing human resources expertise in an advisory role to supervisory and management staff; for 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 are expected to use independent judgment and frequently and independently carry out general administrative assignments. 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: Principal Human Resources Analyst and/or Deputy Human Resources Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal Human Resources Analyst and/or the Deputy Human Resources Director. May have lead responsibility on a project basis, and/or direct supervision over professional, para-professional, technical, and clerical staff.

EXAMPLES OF DUTIES

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

- Assist in the development of goals, objectives, policies, and procedures.
- Perform a variety of complex and difficult administrative studies.
- Participate in the selection, training, supervision, and evaluation of assigned professional, para-professional, technical, and clerical personnel.
- Design and coordinate recruitment and selection activities to identify and select qualified employees.
- Administer the salary and classification plan; conduct complex classification and salary studies; develop class specifications; recommend classification and salary levels; communicate classification and salary determinations to City departments.
- Administer the employee benefit plan and related programs; communicate benefit information to City employees.

- Coordinate disciplinary actions, ensuring the City's compliance with contracts and related laws.
- Coordinate employee grievances, ensuring the City's compliance with contracts and related laws.
- Prepare a wide variety of complex reports, tables, charts, and graphs.
- Develop, implement, and coordinate a variety of employee training and development programs.
- Participate in special projects and training as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of human resources administration.
- Policies, procedures, ordinances, and resolutions governing City human resources activities, conditions of employment, and/or employee benefits.
- Advanced 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 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 difficult, multi-phased projects and programs.
- Select, train, supervise, and evaluate subordinates.
- Develop employee training programs.

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 be substituted for two years of the required education on a year for year basis.

Experience: A range of 3-5 years of professional human resources experience equivalent to a Human Resources Analyst with the City of Riverside. A Master's degree may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Human Resources Analyst

TO: Principal Human Resources Analyst