



Job Code: 0045
FLSA: E
Unit: MGMT
Revised: June, 2002

HUMAN RESOURCES ANALYST

DEFINITION

This is an entry-level staff management position. Under general direction, performs tasks in a variety of human resources areas including recruitment, selection, position classification, salary administration, training, and worker's compensation/industrial safety. As experience and training of the incumbent increases, the level of responsibility and independence will correspondingly increase.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Human Resources Manager and Deputy City Manager/Human Resources. Exercises no supervisory responsibility over other employees. May direct the activities of Human Resources Coordinators and temporary and part-time employees.

TYPICAL DUTIES

1. Coordinates recruitment and selection activities to include developing recruitment methods; reviewing, selecting and developing selection methods, and participating in selection process.
2. Conducts position classification studies, prepares and revises class specifications.
3. Performs salary and fringe benefit studies, analyzes results, recommends classification salary levels.
4. Assists in the development and implementation of new human resources programs/procedures.
5. Assists in the administration of the City's worker's compensation and industrial safety programs.
6. As assigned, undertakes special studies/projects in the area of human resources.
7. Assists in identifying training needs, and development/administration of training programs.

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8. Provides human resources advice and assistance to City staff.
9. Assists in the administration of human resources rules, and memoranda of understanding.
10. May direct work of clerical technical staff.

MINIMUM QUALIFICATIONS

Knowledge of:

1. A general knowledge of position classification.
2. Compensation administration.
3. Recruitment and selection.
4. State and federal laws and regulations governing human resources.

Skill to:

1. Research, analyze and interpret data.
2. Assist in developing and implementing human resources programs.
3. Assist in conducting human resources studies.
4. Provide professional human resources advice and assistance.
5. Communicate clearly and concisely both orally and in writing.
6. Work independently.

Any combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to do this may be:

Education:

A four year college degree in public administration, human resources or a related field.

Experience:

At least one year of general human resources experience.

License:

A valid California driver's license.