

## HUMAN RESOURCES ANALYST

### JOB DESCRIPTION

**Classification Responsibilities:** A Human Resources Analyst is an entry-level professional classification that performs responsible work in various assignments including recruitment and testing, classification and compensation, employee relations, and other human resources functions. Incumbents in this class may be assigned to various teams and special projects. Work involves the acquisition and application of professional knowledge and judgment. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Senior Human Resources Analyst class in that the Senior Human Resources Analyst handles advanced level recruitments, classification and pay studies, and other assignments requiring well-developed professional knowledge and judgment. The Human Resources Analyst class differs from the Human Resources Specialist I, Human Resources Specialist II, and Senior Human Resources Assistant classes by performing work which requires a broader knowledge of the principles and techniques of the professional human resources field, and the exercise of greater independent judgment. The employee works under close-to-general supervision on special assignments, but is allowed some initiative and discretion in accordance with established policies. This class reports to a Human Resources Administrator who normally reviews work in progress for completeness and accuracy, through conferences and evaluation of overall results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to a Bachelor's Degree with major coursework in Human Resources Management, Public or Business Administration, or a related field. Good (1 - 3 years) human resources experience in a paraprofessional or professional capacity involving recruiting and testing, classification and compensation, or other technical human resources work.

**Special Requirements.** None

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications:** Certification as a Professional in Human Resources (PHR) from the Human Resource Certification Institute, Society for Human Resource Management (SHRM) is highly desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Establishes and maintains effective working relationships with management, coworkers, representatives from other agencies, assigned department personnel, and the general public. Communicates clearly both orally and in writing. Makes effective oral presentations. Explains technical human resources problems in non-technical language. Provides advice and counseling for rule and policy interpretations for City employees and departments. Counsels/advises departments regarding

implementation of Affirmative Action Plan. Prepares written studies, reports, advertisements for position vacancies, job announcement bulletins, application supplements, examination procedures, presentations, and other materials and documents.

**Manual/Physical:** Conducts job audits and salary surveys. Handles routine recruitments from receiving the personnel requisition to establishing the eligible list. Screens applications for minimum and preferred qualifications. Monitors oral boards and other testing.

**Mental:** Analyzes data to make recommendations to management regarding human resources-related problems or projects. Conducts job analyses. Performs research work and analyzes classification and compensation data for department projects and studies. Makes appropriate class and pay recommendations. Assists in developing employment examinations. Plans, organizes, coordinates, and administers the pre-employment examination process. Scores examinations and assists in statistical applications. Comprehends and makes inferences from written material. Prioritizes work assignments. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

the techniques, principles, and methods used in recruitment, testing, classification, and compensation;  
the human resources methods and techniques of public human resources administration;  
the principles of public administration and governmental organization;  
statistics and statistical theories; and  
human resources testing theories and practices.

Ability to:

plan, organize, and coordinate activities to accomplish work assignments;  
conduct research and apply results to programs and procedures;  
prepare written reports and other materials; and  
establish and maintain effective working relationships with management, coworkers, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Pay Grade 11/15

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EEO-Prof

RESP-No

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 49

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ADM SWORN-No