

## HUMAN RESOURCES ANALYST

### JOB DESCRIPTION

**Classification Responsibilities:** A Human Resources Analyst is the first step in the Analyst series and is a professional level 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 support various City departments, teams, and special projects. Work involves the acquisition and application of professional HR knowledge and the use of judgment and discretion in advising employees, supervisors, and Directors on HR policies, rules, regulations, and procedures. An HR Analyst may be assigned primarily to classification and compensation which involves completing job analyses, job studies, position reviews, salary surveys and other market data analysis, job descriptions, and classification and compensation related reports in a timely manner with thorough research and analysis and sound recommendations. 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. An HR Analyst may also be assigned primarily to classification and compensation. 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 general supervision on assignments and is allowed 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. An HR Analyst may also receive guidance, direction, or functional supervision from a Senior HR Analyst. 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 graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Public Administration, Business Administration, or a related field. Good (1 - 3 years) human resources experience in a professional capacity involving recruiting and testing, classification and compensation, employee relations, or other technical human resources work. Good (1 - 3 years) professional-level classification and compensation experience (*Classification and Compensation assignment*).

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications:** Good (1 – 3 years) professional level experience in two or more of the following areas: recruitment and testing, classification and compensation, and/or employee

relations is preferred. Public sector human resources experience is preferred. Certification as a Professional in Human Resources (PHR) from the Human Resource Certification Institute and/or Society for Human Resource Management (SHRM) is highly desirable. ***Classification and Compensation assignment:*** Public sector classification and compensation experience and a compensation professional certification, such as Certified Compensation Professional (CCP), is desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Establishes and maintains effective working relationships with management, coworkers, employees, assigned department personnel, representatives from other agencies, and the general public. Communicates clearly and accurately, both orally and in writing. Communicates with departments, employees, and applicants to discuss HR information and scenarios that are often stressful or uncomfortable. Makes effective oral presentations and presents information appropriately. Explains technical human resources information in understandable, non-technical language. Provides interpretations, guidance, and alternatives for City departments and employees related to Personnel Rules, City Management policies, and HR practices. Prepares, drafts, and/or edits, job postings, supplemental questions, ads, oral board questions and guidelines, examination procedures, job studies, position reviews, salary survey/pay comparisons, written studies, reports, advertisements for position vacancies, job announcement bulletins, application supplements, presentations, and other materials and documents.

**Manual/Physical:** Meets with departments and employees to discuss HR information and scenarios that are often stressful or uncomfortable. Prepares, drafts, and/or edits written documents. Handles recruitments from receipt of the personnel requisition through approval of the hire/promotion. Establishes eligible lists. Administers, monitors, or oversees oral boards and other testing. Conducts research for a wide variety of HR related topics, compiles, data, and presents in an effective manner to include and address relevant/important points. Meets scheduling and attendance requirements.

**Mental:** Understands and effectively assesses information provided by Departments and employees. Formulates and provides interpretations, guidance, and alternatives for City departments and employees related to Personnel Rules, City Management Policies, and HR practice. Screens applications for minimum and preferred qualifications. Collaborates with subject matter experts to develop employment examinations. Plans, organizes, coordinates, and administers the pre-employment examination process. Scores examinations and assists in statistical applications. Analyzes data to make recommendations to management regarding human resources-related problems or projects. Completes job analyses, job studies, position reviews, salary surveys and other market data analysis, job descriptions, and classification and compensation related reports in a timely manner with thorough research and analysis and sound recommendations. 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 recruiting and testing, classification and compensation, and employee relations;  
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.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 49-200

PAY GRADE: 53

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