

SENIOR HUMAN RESOURCES ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Senior Human Resources Analyst performs advanced level professional personnel work in employee recruitment, testing and selection, classification and compensation, employee relations, Equal Employment Opportunity (EEO)/Affirmative Action, employee grievances, training, organizational studies, and research and development for one or more assigned City departments. This class may be assigned to various team and special projects, including lead responsibilities for completion or implementation of the projects, and may assume quasi-lead responsibility over lower level professional and paraprofessional staff during special project assignments. This class performs related duties as required.

Distinguishing Features: Work requires considerable independent judgment and initiative in combining a broad scope of professional personnel knowledge and sophisticated, analytical judgments in order to resolve a variety of complex, technical personnel problems. Incumbents are required to carry out assignments without detailed instruction or guidance. The Senior Human Resources Analyst differs from the Human Resources Analyst by performing work that requires a broader knowledge of the principles and techniques of the professional personnel field. This class reports to a Human Resources Administrator who reviews work through reports, conferences, and the evaluation of 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 graduation from a four-year college or university with major coursework in Personnel Administration, Public Administration, Business Administration, or related field. Considerable (3 - 5 years) experience in classification and compensation and/or selection and recruitment.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Professional-level public sector personnel experience is highly desirable. Certification as a Professional in Human Resources (PHR) from the Human Resource Certification Institute, Society for Human Resource Management (SHRM) is desirable.

ESSENTIAL FUNCTIONS

Communication: Counsels City employees and explains Personnel Rules and departmental policies and procedures to department managers, City employees, and applicants. Communicates with the general public, employee group members, management, and other professionals in answering questions, explaining policies, handling complaints, administering tests, etc. Answers work procedural questions presented by subordinate level employees. Counsels/advises departments regarding implementation of Affirmation Action Plan. Responds to EEO and initial grievance matters. Writes and presents reports

on personnel and salary matters which may be complex, controversial, or of a highly sensitive nature. Writes clear and accurate reports, job announcements, supplemental applications, examinations, job descriptions, and newspaper and journal advertising. Prepares reports and statistics regarding the EEO status of City employees. Performs rater training, speaks to board members before and after oral boards to advise them of test procedures and legal issues. Works with "Subject Matter Experts" to create and improve testing.

Manual/Physical: Administers performance tests, written examinations, and other tests. Monitors oral boards and other selection techniques to ensure compliance with sound personnel practices. Collects and maintains EEO data. Completes Affirmative Actions, EEO Reporting, and ICMA reporting. Maintains all records related to recruitment and selection. Conducts desk and field audits of position duties and responsibilities. Performs various outreach functions, including visits to educational and community service agencies. Moves boxes of test material (up to 30 lbs.) using a hand truck (*by assignment*).

Mental: Plans, coordinates, and executes small- and large-scale classification and compensation, and special or investigative personnel related studies. Analyzes pay and job data to determine the compensable factors of a position. Defines and evaluates problem areas regarding personnel and pay related matters, and presents alternative solutions. Performs advanced level research work in administering the classification plan, and makes appropriate position title, pay range, position FLSA exemption or non-exemption status, and organizational structure recommendations. May organize and execute large-scale (100+ candidates) testing projects. Determines recruitment strategy, including opening and closing dates, advertising resources, and selection process. Reviews submitted applications to evaluate for the training, education, and experience required. Analyzes, evaluates, and develops specialized oral board questions, written examinations, performance tests, and other selection techniques. Develops and improves compensation and testing instruments and procedures. Creates and analyzes Performance Measurement trends for the HR Division. Interprets and makes decisions in accordance with Personnel Rules and Department policies and procedures. Performs statistical calculations. Comprehends and makes inferences from written material. Prioritizes work assignments. Learns job-related material through on-the-job training and in classroom settings. Recruits for high-level positions which may include Department Directors, City Magistrates, and Division Directors. Also recruits for difficult to fill positions that may involve national advertising or other creative advertising strategies, and approaches.

Knowledge and Abilities:

Knowledge of:

the techniques and methods of public personnel administration specifically in the areas of selection and recruitment, test development, classification and compensation, and EEO/Affirmative Action;
statistics and statistical theory;
personnel testing theory and practices;
job evaluation theories and practices, and job classification factors; and
the principles of public administration and a governmental organization.

Ability to:

work with recruiting departments to determine recruitment strategies;
develop, organize, and execute large scale or high level testing projects;
maintain records relating to the recruitment and selection process;
perform advanced-level classification, compensation, and various special personnel-related research studies/projects;
write clear, complete, and accurate reports;
interpret, explain, and make decisions in accordance with Personnel Rules and departmental policies that may overlap or require analysis to develop a sound plan of action that takes into consideration Citywide impact;
respond to EEO and initial grievance matters;
coordinate special events or serve on special task forces and committees;
establish and maintain effective working relationships with City employees, management, other professionals, and the general public, and have knowledge of who to involve in different matters;
use persuasion and diplomacy in resolving matters;
demonstrate initiative by serving in a leadership role; and
identify problems or needs, involve stakeholders, and develop viable plans of action to address issues.

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 5/18

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 53

IND-8810

SWORN-No