



## Associate Human Resources Analyst

### ***Purpose of the role:***

Under direction, performs a range of responsible and varied professional, analytical, technical, programmatic, and administrative duties in support of various City human resources management program operations and activities and in providing responsible staff support to the Human Resources Office; assumes responsibility for the management and administration of a specific program area; recommends action and assists in policy, procedure, work methods, and budget development and implementation for area of assignment; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

This is the journey-level class in the professional Human Resources Analyst series. Positions at this level are generally assigned responsibility for the management and administration of a specific program and independently perform responsible and difficult human resources management administrative, technical, and programmatic support and analysis duties in providing responsible staff support to the City's Human Resources Office. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, policy, procedures and budget development, or other areas specific to area of assignment. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

The Associate Human Resources Analyst class is distinguished from Assistant Human Resources Analyst class in that incumbents in the Associate Human Resources Analyst class are assigned and expected to independently complete the more difficult analytical work on assignments having greater impact on Human Resources Office operations or citywide programs, including responsibility for the management and administration of a program.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

### ***Essential Duties and Responsibilities:***

- Provides assistance in resolving difficult operational and administration problems; identifies problem areas and issues; plans, organizes, coordinates, directs, and/or conducts human resources management administrative, programmatic and/or general management studies relating to the activities or operation of the Human Resources Office; conducts complex surveys, research, and analysis on assigned issues including administrative and operational

issues; determines analytical techniques and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding such areas as staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions; oversees and assists in the implementation of recommendations.

- Provides complex staff assistance to management staff and other professional staff; participates on and provides staff support to a variety of committees and boards; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Plans, coordinates, implements, promotes, and oversees assigned programs, projects, and initiatives; oversees and participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; oversees and participates in the development and implementation of strategies and work plans for the achievement of these goals.
- Performs a range of duties involved in the identification, planning, development, and implementation of new and/or modified programs that would promote and enhance the mission, goals, and objectives of the City's Human Resources Office; oversees or performs the necessary research and analysis to justify the appropriateness of implementing the proposed program/project; prepares presentation materials and background documentation; monitors project success using appropriate tracking and feedback systems.
- Performs a range of professional, analytical, and technical duties involved in the implementation of the City's recruitment, testing, and selection program; conducts recruitment and selection activities for positions at all levels in the City; meets with departments regarding their recruitment needs; develops and coordinates recruitment processes including the applicant tracking system and time schedules; identifies and collects background information; conducts job analyses and prepares job announcement, supplemental applications and advertisements; assists with the development and implementation of appropriate selection plans and processes; reviews and evaluates job applications; plans and coordinates testing and interview processes including modified assessment centers; prepares and administers written and performance tests; coordinates and participates in the interview process; compiles and reviews results of the selection process; prepares and maintains correspondence, reports, and documents related to recruitment and selection.
- Plans, organizes, and coordinates citywide training programs for all employees; researches, analyzes, and provides recommendations regarding training opportunities; prepares all related materials including working with various speakers; develops curriculum and schedules classes and locations; compiles statistics and maintains records of training program including creating new tracking systems; develops contracts and review invoices and other documentation as necessary.
- Performs a full range of professional human resources management duties in support of the Human Resources Office; conducts salary surveys and special studies; provides career counseling for City

employees; conducts job analysis for recruitment/selection and classification/compensation purposes; develops class specifications; responds to requests for information and provides information and assistance to employees and other agencies regarding Human Resources Office programs and functions.

- Coordinates assigned services and program/project activities with those of other City programs, functions, departments and staff, boards, committees, and task forces as well as external agencies, groups, and the general public to ensure effective cooperation consistent with optimal efficiency, effectiveness, and economy; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment; represents the assigned area to public and private groups, organizations, and other City groups; provides information and assistance as appropriate.
- Oversees and participates in the design, production, and distribution of a variety of promotional, marketing, outreach, and informational materials, communications, and presentations for assigned programs, services, resources, events, and activities; as assigned, creates press releases and serves as press contact for assigned programs.
- Ensures that assigned program activities and services comply with relevant federal, state, and local laws, policies, and regulations.
- Maintains complex and confidential personnel records and files, as well as recruitment files.
- May direct the work of support staff on a project or day-to-day basis.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of human resources.
- Performs related duties as required.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Organization and operation of a human resources management program in a municipal government.
- Municipal government functions specifically related to human resources projects and assignments.
- Human resources policies, procedures, rules and regulations related to a variety of human resources management programs and functions.
- Principles and practices of contract negotiation, preparation, and monitoring.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial and comparative analyses.

***Desired  
Minimum  
Qualifications:***

- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Operational characteristics, services and activities of assigned program area.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Principles and practices of program development and administration.
- Terminology used in area of assignment.
- Principles of business letter writing.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of lead supervision and training.
- Modern office procedures, methods, and equipment including computers and various software packages.
- Methods and techniques used in customer service.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned human resources programs, projects, events, or technical area.
- Oversee and participate in the development and administration of program goals, objectives, and procedures.
- Research, negotiate, manage, and monitor contracts and agreements.
- Perform a range of professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Collect, evaluate and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding human resources management planning, technical, and administrative issues.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Develop recommendations for problematic areas and implement and monitor changes.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
- Organize and prioritize timelines and project schedules in an effective and timely manner.

- Plan, schedule, and review the work and performance of volunteers and subordinates in a manner conducive to proficient performance and high morale may be required for some positions.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

***Education and  
Experience  
Guidelines:***

**Experience:**

Two years of responsible professional level administrative and management analysis experience in a human resources management program at a level comparable to an Assistant Human Resources Analyst with the City of Thousand Oaks.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

***Physical and  
Environmental  
Conditions:***

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, and documents weighing up to 25 pounds; and operate office equipment. **Vision:** See in the

normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; interact with officials, employees and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: