

To: Personnel Board
From: Gail Glasser
Date: January 3, 2011
Subject: Human Resources Analyst Position, Department of Civil Rights

The Department of Civil Rights (DCR) requested study of the department's Human Resources Analyst 1 position. The request identified increased levels of responsibility in ongoing assignments and added duties in civil rights complaint investigation processes described in Administrative Procedure Memorandum (APM) 3-5 and increased responsibility for training and outreach activities, and identifies the Human Resources Analyst 2 level as the proposed classification. Based on my review of the position description (see attached), as well as conversations with the incumbent and supervisor, I agree that advancement to a Human Resources Analyst 2 is appropriate.

An Equal Opportunity Analyst in Compensation Group 18 Range 4, was considered in 2006 and identified as Personnel Analyst 1 in CG 18 R 6. The new position was announced competitively and filled by the former Equal Opportunity Analyst. In June, 2009, position studies within the Human Resources Department resulted in retitling of the Personnel Analyst series to Human Resources Analyst positions, continuing the levels 1 through 3. At this time it was noted in the updated class specification that the HR Analyst position in DCR was not part of the progression series, based on the fact that the position had never been formally studied.

The HR Analyst series identifies the 1 level as entry level, 2 the objective level and 3 the advanced level of program work in human resources programs, functions and services. Work at the HR Analyst 2 level is described as "...diverse human resource assignments generally within two or more areas of Human Resources." Only the Department of Civil Rights has such a position outside the Human Resources Department, and duties could not readily be transferred from one department to another. The Department of Civil Rights, however, conducts training and investigations, work which falls in the HR realm. An employee in DCR performing objective-level work in recruitment, training, and investigations would be considered to be performing diverse human resource assignments. In addition, the series describes duties assigned to the DCR employee in specific ways, including planning, coordinating and implementing diverse recruitment and selection processes, providing consultation to managers, supervisors and employees, conducting studies and analyses, and participation in training activities, including developing and presenting materials.

Assignments to the incumbent in the position over the last year reflect higher levels of expectation for performing the work. For example, previous assignments included support for another staff member in conducting required training on APM 3-5 for all City employees. APM 3-5 is the City's policy on prohibited harassment and/or discrimination. The incumbent now

conducts the required training on his own when so assigned; the bases for such assignments may include large case loads and timeliness requirements. Other duties include conferring with department and division heads in conjunction with DCR processes and planning, working with department civil rights coordinators on implementation of City policies, and independently conducting investigations of APM 3-5 complaints when needed. Data analysis and reporting continue to be part of the position's duties, but again with higher levels of expectation and greater independence of action than in the past. Finally, this position spends a large percentage of time developing training and conducting seminars and workshops for external groups describing City recruitment methods and offering assistance for potential applicants regarding the City's Civil Service System.

The Analyst 3 level, not currently in use, describes greater complexity of assignments and higher levels of responsibility that do not appear to apply to the currently assigned duties.

After review, I recommend that the Human Resources Analyst 2 classification is appropriate for the currently assigned duties for the incumbent in the study position, and recommend his reallocation to the new position. In addition, I recommend that the HR Analyst position in the Department of Civil Rights be considered part of the HR progression from a 1 to 2 based on the criteria discussed herein, and the class specification has been updated to reflect this change (see attached).

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum (Step 5) with 12% longevity
18/06	\$48,225	\$56,781	\$63,596
18/08	\$52,309	\$62,073	\$69,524