

HUMAN RESOURCES ANALYST 1-3 SERIES

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional human resources work in the development and implementation of recruitment and selection processes, the analysis and administration of the classification and compensation program, the development and administration of labor agreements, coordination and administration of employee benefits, and/or other related professional human resource activities and functions. Work includes handling a variety of confidential documents and information, and incumbents are expected to exercise the highest level of judgment and discretion regarding this information. Work may either be performed in the central Human Resources Department or at an agency level.

Within the Human Resources Department, this series is structured to provide advancement from Human Resources (HR) Analyst 1 to HR Analyst 2, and from an HR Analyst 2 to a 3 as a function of the employee's career development. Movement to each level will generally take at least 2 years and is dependent on the incumbent taking on additional duties and responsibilities with a higher degree of judgment, independence, and discretion.

At the agency level, this series is expected to progress from an HR Analyst 1 to a 2 as a function of the employee's career development, generally after two years at the 1 level. However, it is not anticipated that an HR Analyst in an agency will advance to the HR Analyst 3 level as the agency HR Analyst will not have overall responsibility for city-wide Human Resources functions.

Human Resources Analyst 1

This is the entry level of the HR Analyst career progression series. This work is characterized by more structured and/or closely reviewed professional assignments, necessitating application of human resource theories and concepts. Work may include varied areas of Human Resources (e.g., recruitment/selection, classification, organizational development, employee benefits coordination). However, employees will work under limited supervision, and are expected to exercise professional judgment and discretion within clearly defined parameters.

Human Resources Analyst 2

This is the objective level of the HR Analyst career progression series both within the Human Resources Department and at the agency level. Employees complete diverse human resource assignments; prepare comprehensive reports and recommendations; present and defend findings; and exercise fully developed professional skills. Under general supervision, employees are expected to independently exercise professional judgment and discretion.

Human Resources Analyst 3

This is responsible advanced-level professional work in the development and implementation of assigned human resource programs, functions and services performed within the Human Resources Department. Work is characterized by considerable judgment, discretion and expertise in the preparation and presentation of complex analysis, and the administration of programs and services, as assigned. Employees may be expected to work in all areas of human resources functioning as a generalist in providing information and services to departments. Employees otherwise may perform highly responsible work within labor relations with a high degree of specialization which requires incumbents to represent the City before arbitrators and in negotiations with labor organizations. Under general supervision, employees work with a high degree of independence in meeting specified objectives.

Examples of Duties and Responsibilities:

Human Resources Analyst I

Plan, coordinate, and implement diverse recruitment and selection processes. Conduct job analysis relevant to the development of valid and reliable selection procedures. Screen employment applications to evaluate applicant qualifications; and make, communicate and defend screening determinations. Prepare and administer testing components (e.g., achievement history questionnaire/supplemental questions, written and oral exams, performance exams, etc). Conduct related statistical analysis and evaluate results. Perform related policy (e.g., City ordinances, Personnel Rules, union contract provisions, etc.) interpretations. Use on-line applicant tracking program to track applications and conduct recruitments.

Under direction, conduct job studies and prepare descriptive class specifications. Interview employees and managers to gather data and analyze job duties. Recommend position classification. Prepare class specifications outlining duties and qualifications. Analyze pay relationships and recommend compensation for new and/or existing classes. Conduct/respond to compensation surveys.

Provide basic consultation to managers, supervisors, and/or employees on human resource policies, procedures and practices.

Participate in management team meetings for assigned agencies, providing strategic HR support. Participate in Equitable Hire Tool meetings. Assist agencies in implementation of initiatives such as employee engagement, performance excellence, Racial Equity and Social Justice, etc., providing support from an HR perspective.

Participate in the development and administration of labor agreements. Gather and analyze related information and participate in labor negotiations, grievance resolution, disciplinary processes, and arbitration proceedings.

Administer the City of Madison employee and retiree benefits. Conduct new employee orientation regarding benefits. Provide information and guidance to employees regarding City of Madison benefits and leave policies. Recommend changes to benefit contracts and participate in the evaluation of bids. Serve on appropriate committees relating to benefits administration. Coordinate the annual enrollment process for such benefits as health insurance, dental insurance, and flexible spending accounts. Administer leave programs (e.g.,

Family and Medical Leave, AWOP, Disability Leave/Layoff, paid parental leave, sick leave, and bereavement leave). Perform related claims processing and other enrollment and recordkeeping functions.

Conduct special studies and analysis as assigned. Prepare and present narrative and statistical reports. Make and defend recommendations. Participate in the formulation of human resource policies and procedures.

Participate in organizational development and/or training activities, as assigned, including the presentation of related materials.

Assist in the preparation of materials requested by legal counsel as it relates to various processes. Testify under oath at arbitrations, state ERD hearings and other court proceedings.

Assist in conducting investigations regarding harassment/discrimination complaints through the Department of Civil Rights. Meet with witnesses and document conversations.

Perform related work as assigned.

Human Resources Analyst 2

Perform the work of an HR Analyst 1, with a higher degree of professional complexity; initiative; judgment and discretion; and personal accountability in the preparation, presentation and justification of recommendations.

Develop examination materials.

Independently conduct position studies, including making and defending recommendations regarding the proper classification and compensation.

Provide consultation to managers, supervisors, and/or employees on a wide variety of human resource policies, procedures and practices.

Participate in the training and leadership of technical and support staff.

Coordinate RFP process for contract renewals with benefit carriers.

Develop trainings in assigned areas.

Perform related work as assigned.

Human Resources Analyst 3

Perform the work of an HR Analyst 2 with a greater degree of complexity, independence, discretion, and judgment.

Plan and conduct complex classification and compensation studies and surveys in order to maintain the City's classification plan, or in response to specific requests. Establish study parameters and methodologies. Conduct organizational analysis in order to identify pertinent

issues. Review classification and pay system policies and procedures and recommend enhancements. Provide consultation to manager's, employees, and co-workers on related issues.

Conduct complex human resource policy analysis. Prepare and present related drafts, reports and commentary. Recommend changes or updates to City Ordinances, Administrative Procedure Memoranda, and Personnel Rules.

Participate in the development and administration of labor agreements. Act as lead City spokesperson during negotiations. Provide consultation on contract interpretation and labor relations issues. Perform related planning and administrative tasks.

Plan, coordinate, and oversee the work of intermittent workers, interns and/or designees as assigned; participate in the training and leadership of lower-level staff.

Perform related work as assigned.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Human Resources Analyst 1

Graduation from an accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial or Labor Relations, Business or Public Administration or a related field, or an Associate's Degree in Human Resource Management. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Human Resources Analyst 2

Two years of professional human resources experience, comparable to that gained as a Human Resources Analyst 1 with the City of Madison. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial or Labor Relations, Business or Public Administration or a related field, or an Associate's Degree in Human Resource Management. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Human Resources Analyst 3

Four years of responsible professional human resources experience, including at least 2 years working within the centralized Human Resources Department. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in Human Resource Management, Industrial or Labor Relations, Business

or Public Administration or a related field, or an Associate's Degree in Human Resource Management. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Human Resources Analyst 1

Working knowledge of the theories, principles, and practices of human resources administration, including civil service selection processes, classification and compensation, affirmative action, employee benefits administration, and/or labor relations. Working knowledge of related legislation and professional standards. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of public/business administration principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, to conduct recruitments and screen applications, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to analyze diverse human resources issues and to prepare and present narrative and statistical reports. Ability to develop and maintain positive relationships with the public, applicants, and co-workers. Ability to work effectively with multicultural populations. Ability to maintain confidentiality of sensitive information. Ability to show empathy and compassion in difficult situations. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to manage and control large groups of people. Ability to exercise discretion in applying rules, policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to give exams in the evenings or on weekends. Ability to maintain adequate attendance.

Human Resources Analyst 2

Working knowledge of the theories, principles, and practices of human resources administration, including civil service selection processes, classification and compensation, affirmative action, employee benefits administration, and/or labor relations. Working knowledge of related legislation and professional standards. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of public/business administration principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, to conduct recruitments and screen applications, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to analyze diverse human resources issues and to prepare and present narrative and statistical reports. Ability to develop and maintain positive relationships with the public, applicants, and co-workers. Ability to work effectively with multicultural populations. Ability to maintain confidentiality of sensitive information. Ability to show empathy and compassion in difficult situations. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to manage and control large groups of people. Ability to exercise discretion in applying rules, policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to give exams in the evenings or

on weekends. Ability to exercise independent judgment and discretion in the administration of human resource programs, functions and activities. Ability to independently provide consultation to managers, supervisors and employees on human resource issues, and the development of related strategies. Ability to independently prepare, present, and defend analytic findings. Ability to provide leadership and direction to clerical and other staff. Ability to maintain adequate attendance.

Human Resources Analyst 3

Thorough knowledge of the theories, principles, and practices of human resource administration including civil service selection processes, classification and compensation, labor relations, organizational development, and/or affirmative action. Thorough knowledge of related legislation and professional standards. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of public/business administration principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, to conduct recruitments and screen applications, and to conduct research. Ability to interpret collective-bargaining agreements, ordinances, and other policies and procedures. Ability to conduct interviews and solicit pertinent information. Ability to analyze diverse human resources issues and to prepare and present narrative and statistical reports. Ability to develop and maintain positive relationships with the public, applicants, and co-workers. Ability to work effectively with multicultural populations. Ability to maintain confidentiality of sensitive information. Ability to show empathy and compassion in difficult situations. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to manage and control large groups of people. Ability to exercise discretion in applying rules, policies and procedures. Ability to communicate effectively, both orally and in writing. Ability to give exams in the evenings or on weekends. Ability to exercise independent judgment and discretion in the administration of human resource programs, functions and activities. Ability to independently provide consultation to managers, supervisors and employees on human resource issues, and the development of related strategies. Ability to independently prepare, present, and defend analytic findings. Ability to provide leadership and direction to clerical and other staff. Ability to maintain adequate attendance.

Additional specific KSAs may be included based on the specific needs of a position.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Ability to adjust work schedules to give exams or perform other work related activities on weekends or during the evening.

Physical Requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Employees may be required to travel to and access various City agencies to conduct position studies or hold meetings with staff. In addition, employees will be expected to conduct exams at various locations, including the City Computer Lab and the Alliant Energy Center, as required.

Department/Division	Classification	Comp. Group	Range
Various	Human Resources Analyst 1	18	06
Various	Human Resources Analyst 2	18	08
Various	Human Resources Analyst 3	18	10

Approved: _____
 Harper Donahue IV
 Human Resources Director

Date