

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: tbd

2. Class Title (i.e. payroll title):

HR Analyst 2

3. Working Title (if any):

HR Research and Project Analyst

4. Name & Class of First-Line Supervisor:

HR Director

5. Department, Division & Section:

HR

6. Work Address:

7. Hours/Week: 38.75

Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

New Position

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10. Position Summary:

This is responsible professional analytic work primarily in the areas of data analysis, project management, strategic planning, and development and administration of data for the Human Resources Department. Work is varied and made up of analytic activities and recommendations for departmental and policy body consideration. Assignments may include providing products, reports, plans, and budget/cost analysis related to compensation, classification, benefits, workforce information, profiles, data analysis, trend analysis, database management, information retrieval and analysis from MUNIS and other sources, as well as conducting external surveys as required. This position will also oversee the City's position control. Work is performed with a high degree of independence within applicable policy and procedural guidelines and may involve self-initiated work consistent with the needs of the organization. The work is performed under the general supervision of the HR Director and involves the exercise of considerable independent judgment.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

50% A. Data collection and trend analysis

1. Develop an inventory of current internal and external RESJ related data sources, programs and applications across city agencies.
2. Establish key measures and collect data related to RESJ.

3. Assist with data process reviews with coordinator of the city's data team.
4. Make recommendations for shared measures, standards, and locations for City data.
5. Participate in system designs that incorporate agency(s) processes related to data collection and reporting.

25% B. MUNIS Administration

1. Maintain position control for the City, ensuring that positions that are being filled are vacant and agencies are staying within budgeted limits.
2. Create classifications and positions within the MUNIS system that have been approved by the Common Council.
3. In conjunction with the HR Director, prepare the agency budget. Monitor budget activity over the course of the year, ensuring that the agency stays within the budget.

15% C. Technology Coordination

1. Serve as liaison with IT and Finance regarding agency computer needs.
2. Oversee user rights for the HR Department. Work with HR Director to ensure positions are provided appropriate rights within various computer systems, including NEOGOV, MUNIS, Sharepoint/Knowledge Lake, and others.
3. Oversee collection of I-9 forms for new employees citywide. Once collected, inform IT that form is complete and computer rights may be granted.

10% D. Perform miscellaneous administrative functions for the HR Department

1. Serve as liaison to State Records Center pertaining to all HR records storage.
2. Serve as backup to open records request processing.
3. Model development and implementation of data processes and procedures for city-wide application.
4. Identify and work to eliminate barriers for city-wide data collection and sharing related to RESJ.
5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles of public administration and management. Thorough knowledge of data collection, analysis, organization, and communication. Working knowledge of and ability to use computer software applicable to the duties of the position such as Microsoft Office Suite. Working knowledge of theories and principles of strategic plan development. Knowledge of varied large data sets, including but not limited to Census data, and the ability to work with such data. Knowledge of GIS and statistical methods. Knowledge of various racial equity concepts, such as racial inequities, implicit bias, and varied data resources. Ability to effectively communicate complex numerical and statistical data including that about race and racial inequities both orally and in writing. Ability to use data to inform recommendations. Ability to develop and maintain effective working relationships with internal staff and staff of other agencies. Ability to work effectively with multi-cultural populations. Ability to problem solve, apply logic, and perform process identification and systems thinking. Ability to exercise judgment and discretion in completing assigned tasks. Ability to determine customer needs and define the scope of projects. Ability to provide consultation, training and leadership to lower level staff. Ability to read, understand and interpret a variety of documents such as business requirements, technical specifications, instructions, and policy and procedure manuals. Ability to work independently and to manage multiple projects on an ongoing basis. Ability to plan and prioritize work assignments. Ability to facilitate projects, recommend change and communicate methods. Ability to represent department interests in sensitive interaction with customers and vendors. Ability to maintain confidentiality of sensitive information. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Must be able to use a computer, write on a white board.

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

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SUPERVISOR

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DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.