

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.

This series is structured to provide advancement from Human Resources Analyst 1 to Human Resources Analyst 2, as a function of the employee's career development, but generally at most within two years of starting employment as a Human Resources Analyst 1. Progression to a Human Resources Analyst 3 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department.

The employee benefits position is not part of an automatic progression series. Rather, progression to a Human Resources Analyst 2 and/or 3 is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department.

Human Resources Analyst 1

This is the entry level of the Human Resources 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 is generally performed in no more than two areas of Human Resources (e.g., recruitment/selection, classification, training development, employee benefits coordination). Under limited supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Human Resources Analyst 2

This is the objective level of the Human Resources Analyst career progression series. Employees complete diverse human resource assignments generally within two or more areas of Human Resources; prepare comprehensive reports and recommendations; present and defend findings; and exercise fully developed professional skills. Under general supervision, employees are expected to exercise professional judgment and discretion within established parameters.

Human Resources Analyst 3

This is responsible advanced-level professional work in the development and implementation of assigned human resource programs, functions and services. 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, written and oral exams, performance exams, etc.). Conduct related statistical analysis and evaluate results. Perform related policy (e.g., City ordinances, union contract provisions, etc.) interpretations.

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

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

Administer the City of Madison employee and retiree benefits. Provide information and guidance to employees regarding City of Madison benefits and leave policies. Coordinate RFP process for contract renewals with benefit carriers. 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, sick leave, and bereavement leave). Perform related claims processing and other enrollment and recordkeeping functions.

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

Conduct special studies and analysis as assigned. Develop in-house automated applications, reports and recordkeeping systems requiring human resource expertise. 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 development and 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 a Human Resources 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.

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

Independently conduct investigations regarding harassment/discrimination complaints through the Department of Civil Rights. Meet with witnesses, document conversations, and draft final investigative reports with recommended outcomes. Meet with parties to discuss the outcome of the investigation pursuant to policy.

Perform related work as assigned.

Human Resources Analyst 3

Perform the work of a Human Resources Analyst 2.

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. Interview employees and managers to gather data and analyze job duties. Recommend position classification. Prepare valid class specifications articulating duties and qualifications. Analyze pay relationships and recommend compensation for new and/or existing classes. Conduct organizational analysis in order to identify pertinent issues. Review classification and pay system policies and procedures and recommend enhancements. Provide consultation to managers, employees, and co-workers on related issues.

Conduct human resource policy analysis. Prepare and present related drafts, reports and commentary. Interpret and clarify City Ordinances, Administrative Procedure Memoranda, relevant State and Federal Statutes and professional standards.

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.

Conduct complex studies and analysis as assigned. Prepare and present narrative and statistical reports. Make and defend recommendations. Participate in organizational development and/or training activities, as assigned, including the development and presentation of related materials.

Perform related work as assigned.

QUALIFICATIONS

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. Knowledge of public/business administration principles. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, 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 and co-workers. 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

All of the above, and the 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.

Human Resources Analyst 3

All of the above, but substituting the following for the knowledge section: 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 public/business administration principles.

Training and Experience:

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. 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 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. 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

Three years of responsible human resource generalist experience or three years of responsible professional employee and labor relations experience involving ongoing responsibility in the areas of contract construction, administration, consultation to managers regarding the full spectrum of labor relations activities; and in developing related processes and procedures. 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. 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.

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.

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

Approved: _____
Brad Wirtz
Human Resources Director

Date