

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone:

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

Human Resources Analyst 1

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lorie Olsen-Personnel Services Manager or Mike Lipski-Compensation and Benefits Manager

Work Phone:

5. Department, Division & Section:

Human Resources Department

6. Work Address:

210 MLK Blvd Room 501 Madison, WI 53703

7. Regular daily hours of work:

8 a.m. – 4:30 p.m.

Hours/Week: 38.75

8. Date of hire in this position:

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

10. Position Summary:

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 interpretation and implementation of labor agreements and other related HR activities and functions. Under limited supervision, employees are expected to exercise independent judgment and discretion in applying human resource policies and procedures within established parameters. It is expected that Human Resources Analyst 1 employees will advance to the Human Resources Analyst 2 classification upon taking on greater responsibility with a higher degree of independence.

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

- 40% A. Develop and implement recruitment and selection processes for vacant positions throughout the City.
1. Review materials submitted with requests to fill vacant positions. Develop recruitment strategy and coordinate recruitment with department/division, Department of Civil Rights, and other stakeholders.
 2. Prepare job announcement based on information in position description and related classification specification. Determine advertising locations based on research. Place ad. Coordinate advertisement with Department of Civil Rights.
 3. Conduct complex analysis of applicant's skills and abilities to determine whether applicant meets minimum qualifications of a position. Conduct comparative evaluation analysis to determine applicants who will proceed in selection process. Solicit clarifying information from applicants as needed.
 4. Analyze job duties of position being filled and determine appropriate type of examination for the position (written, oral, performance based, questionnaire, etc.). Prepare examination material, conducting research as necessary through computerized item banks, libraries, governmental organizations and professional job experts. Coordinate and administer exams to applicants ranging in number from 1-1,000+. Convene diversified oral board panels as necessary. Certify final candidates for interview based on civil service or Union hiring procedures. Explain and defend selection process to applicants, department heads, union representatives, or legal entities.
 5. Verify information provided by applicants through appropriate sources such as employment verifications, education verifications, criminal background checks, or driver's license checks.
 6. 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.
- 30% B. Assist in maintaining the City's classification and compensation plans.
1. Develop and maintain classification specifications. Consult with department heads and supervisors to ensure class specifications are accurate in their description of duties and responsibilities, knowledge/skills/abilities, training and experience required, and other special requirements (such as CDL, physical requirements, etc.).
 2. Conduct position studies. Interview employees and supervisors to gather information regarding the duties and responsibilities assigned to a position to get accurate information. Take notes and assist in updating position descriptions as necessary.
 3. Analyze positions by making comparisons with other positions in the City to determine the appropriate classification and compensation levels. Make and defend recommendations regarding the appropriate placement of positions within the City classification and compensation plans. Prepare memoranda outlining the reason(s) for the recommendation.
 4. Attend Personnel Board meetings and present information regarding classification and compensation recommendations as necessary.
- 10% C. Assist departments in interpreting and applying collective bargaining agreements.
1. Provide interpretation of language in collective bargaining agreements.
 2. Analyze grievances and recommend appropriate outcomes. Research and apply appropriate Memoranda of Understanding, prior arbitration decisions, and other grievance settlements when making recommendations.
 3. Provide guidance regarding investigations into employee misconduct. Assist in conducting investigations as necessary.
 4. Draft language for employee misconduct letters.
- 20% D. Provide support for other Human Resources activities.
1. Respond to surveys from other cities/employers regarding classification and compensation levels. Draft and send out surveys on behalf of the City as required.

2. Provide training to other City employees, supervisors, and managers regarding Human Resources policies and procedures.
3. Interpret/apply relevant APMs, ordinances, collective-bargaining agreement provisions and other rules relating to employee leave (FMLA, Disability Leave/Layoff, etc.).
4. Assist in the layoff/bumping process. Accurately interpret and apply relevant ordinance and collective-bargaining agreement provisions relating to layoff/bumps. Conduct meetings, under potentially stressful circumstances, with affected employees and union representatives, to inform them of their rights.
5. Work with the Human Resources Director in implementation of the City's Drug testing program.
6. Other related tasks as assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of the theories, principles, and practices of human resources administration, including civil service selection processes, classification and compensation, and labor relations. Working knowledge of related legislation and professional standards. 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 testify in court and other legal proceedings. Ability to exercise discretion in applying rules, policies, and procedures. Ability to communicate effectively, both orally and in writing. Ability to set priorities, multi-task, and adjust priorities based on changed circumstances. Ability to give exams in the evenings or on weekends. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Ability to meet the transportation needs of the position.

15. Physical requirements:

16. Supervision received (level and type):

Limited Supervision

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).

EMPLOYEE

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).

SUPERVISOR

DATE

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