

TO: Personnel Board

FROM: Michael Lipski, HR Services Manager

DATE: January 17, 2014

SUBJECT: HR Analyst 2 position

At the request of the Human Resources Director, Brad Wirtz, I have studied the position (#857) of HR Analyst 2 (CG18, Range 8) currently occupied by Harper Donahue. Mr. Wirtz is recommending movement of Mr. Donahue to HR Analyst 3 as part of the career progression outlined in the class specification for HR Analyst 1-3. After reviewing the position description (see attached), and having directly supervised Mr. Donahue for 2 years, I recommend that Mr. Donahue be moved to the level of HR Analyst 3 for the reasons outlined in this memo.

The class specification defines an HR Analyst 2 as

...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.

The class specification defines an HR Analyst 3 as

...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... Under general supervision, employees work with a high degree of independence in meeting specified objectives.

The main difference between an HR Analyst 2 and an HR Analyst 3 is the expectation that at the 3 level, the HR Analyst is expected to perform a broad variety of HR functions at a high level and with a high degree of independence, including providing strategic support to assigned departments/divisions.

Mr. Donahue has worked for the City for a number of years, initially in the Department of Civil Rights as an HR Analyst 1 and 2. In December, 2011, Mr. Donahue transferred to the Human Resources Department at the HR Analyst 2 level, with primary responsibility for recruitment and classification. In 2012, the HR Department changed its service delivery to departments. Instead of having separate units in HR performing recruitment and classification work, this function was combined and each HR Analyst was assigned a group of 7 departments. For each assigned department, the HR Analyst is responsible for responding to a broad range of HR-related issues. Mr. Donahue, in addition to successfully conducting high-profile recruitments (Planning Division Director, Library Director) and multiple position studies, has demonstrated high-level knowledge and provided HR support in a number of other areas. For instance, Mr. Donahue has been working with assigned departments on implementation of employee engagement. He has developed work plans for the engagement implementation and worked with departments to

ensure that implementation continues on schedule. Mr. Donahue has also been involved in conducting misconduct investigations and advising departments on how to address employee performance issues. Mr. Donahue has worked with the other HR Analysts to develop and provide training on hiring and interviewing for supervisors, and has developed a behavioral interviewing training for supervisors in conjunction with one of the other Analysts. Finally, Mr. Donahue has exhibited leadership in assisting the other HR Analysts in the absence of the HR Services Manager, as well as providing training and assistance when new HR Analysts were hired in spring, 2012. This is the type of broad expertise and analysis expected at the HR Analyst 3 level. Because Mr. Donahue has demonstrated high-level HR skills with a high degree of independence, I recommend that he be reclassified to the higher HR Analyst 3 level.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
18/08	\$55,560	\$65,931	\$73,840
18/10	\$60,311	\$72,482	\$81,172

cc: Brad Wirtz-HR Director  
 Mike Lipski-HR Services Manager  
 Harper Donahue-HR Analyst