

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: HUMAN RESOURCES ANALYST

DEPARTMENT: HUMAN RESOURCES

BASIC FUNCTION:

Under general direction, the Human Resources Analyst performs a variety of difficult and/or complex professional level technical, analytical, and administrative duties in support of the City's human resources functions in any of the following areas: leave administration, recruitment, classification, compensation, workers compensation, wage and salary administration, employer-employee relations, labor relations, employee engagement, safety and compliance, diversity, equity, and inclusion, employee learning and development, benefits administration, and other related functions.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class perform a wide variety of the most difficult and complex tasks and responsibilities which vary depending on their job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving the problems, make recommendations and assist in the implementation of the recommendations. The assigned work may involve supervision of other employees.

KEY RESPONSIBILITIES:

Administers the city's employee benefit program, including medical, dental, vision, spending reimbursement accounts, life insurance, long term disability, and Employee Assistance Program (EAP).

Plans, coordinates, designs, and develops recruitment and selection materials and examinations, composes job bulletins and related recruitment and outreach materials, screens applications, scores and analyzes results of written, oral and performance examinations, coordinates with department management and hiring managers throughout the process, and provides job offers.

Provides assistance during the labor negotiations process, conducts surveys and provides statistical reports of pay and benefits, evaluates changes to bargaining unit memorandum of understanding and recommends applicable changes to personnel rules and regulations. In addition, works with finance to calculate all costs related to negotiations.

Assists in the overall management of the workers' compensation program via a Third-Party Administrator, reviews initial Workers' Compensation claims and determines type of claim to be established, serves as liaison with injured workers, city departments, Third Party Administrator, attorneys, medical providers, and investigators in the management of injured worker claims, works closely with insured employees and department managers regarding return-to-work issues.

Coordinates citywide training programs, coordinates training curriculum with facilitators and vendors, tracks attendance and evaluates program effectiveness.

Supports employee onboarding and offboarding activities, including medical and background check processes, processing of new hire paperwork, and separation administration.

Provides assistance with employee relations issues, consults with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations, provides information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.

Research, analyze, and maintain the City's classification plans, prepare or revise job specifications, conduct classification and compensation studies and draft reports, recommend salary range placements and adjustments, implement and review salary structure and merit adjustments for compliance with City policies and procedures.

Perform other related duties as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Human Resources laws, rules, regulations, policies, and procedures.
- Principles and practices of personnel administration including job analysis, position classification, compensation, recruitment and selection.
- Statistical principles and research methods.
- Principles and practices of public administration and organizational development; salary and benefit administration.
- English usage, spelling, grammar, and punctuation.
- Modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications.
- Pertinent Federal, State, local codes, laws, and regulations.
- Strong political emotional intelligence and people skills.

Ability to:

- Perform professional, technical, and analytical personnel tasks.
- Understand city personnel programs and policies and interpret them to employees, management, and the public.
- Understand the organization and operation of the city and outside agencies as related to the personnel function.
- Effective and innovative of use job advertising sources, methods, and techniques.
- Conduct job analyses and classification analyses.
- Respond to personnel related requests and inquiries from City employees, management, and the public.
- Collect, compile, and analyze information and data.
- Write clear, concise, and accurate reports and job descriptions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Provides prompt and excellent quality customer service.
- Organize and coordinate projects and prioritize activities to meet established deadlines.
- Operate a variety of office equipment including a computer and associated word processing applications.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and/or education that would provide the required knowledge and abilities will be considered to qualify for this position. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree in human resources, labor and industrial relations, psychology, business or public administration, or other related field.

A minimum of three (3) years of professional experience in recruitment, testing and examination under a merit system; classification and compensation; benefit program administration and/or general personnel administration.

The city may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications and we encourage you to apply if you are interested.

DESIRABLE CERTIFICATION:

Possession of a professional certifications as it relates to HR/LR (i.e. PHR, SPHR, CALPELRA CLRM, IPMA, etc.).

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings.

This is an at-will, unclassified classification.

DATE APPROVED: May 3, 2023