

CITY OF TUALATIN

Classification Description

Job Title: Human Resources Analyst
Department: Human Resources
Reports To: Human Resources Manager
FLSA Status: Non-Exempt

SUMMARY: Performs a variety of technical, professional, and analytical work involved in the implementation of human resource services to City departments, other agencies, and the general public. Participates in a variety of studies; collects, monitors, and analyzes data; assists in providing recommendations for improving efficiency and effectiveness of the Human Resources and Risk Management Division. Monitors compliance with pertinent federal, state, and local laws, regulations, and ordinances. Major assignments will be in the areas of recruitment and selection, classification, daily oversight of risk management program, researching and compiling technical information for assigned projects; provide miscellaneous support to the Human Resources Manager with various projects, and may represent the Human Resource/Risk Management Division at meetings. Required to maintain confidential and sensitive information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists in City recruitments including advertisement, creation of accurate applicant assessment and interview materials, application scoring, facilitating interviews, monitoring and auditing all required paperwork throughout the process, and assisting management throughout the process.

Conducts orientations with new employees. Prepares employment related paperwork. Design, develop and update curriculum for orientation, as necessary.

Previews, schedules, and/or provides training on City policies or safety techniques.

Creates and maintains miscellaneous employee information including employee training and personnel records, and city job descriptions. Organizes and maintains all personnel and risk management related files.

Assists with Employee annual enrollment for health insurance and flexible spending.

Participates in composing, distributing, receiving and analyzing salary and benefit surveys.

Provides risk management in coordination with the Human Resources Manager and City Attorney. Tracks and administers property and liability claims with City's insurance agent and risk pool. Serves on the City's Safety Committee.

Creates and distributes the City's internal newsletter.

Acts in a courteous, respectful, and professional manner. Is responsive to citizen and internal requests. Creates and maintains a supportive work environment. Treats all employees with respect. Cultivates and maintains internal and external professional relationships to the benefit of the City.

Advises employees and managers regarding Human Resources policies and procedures. Assists supervisors with labor relations issues.

Creates various reports, gathers information and assists Human Resources Manager with Collective Bargaining documentation as requested.

Exercises independent judgment and initiative and applies considerable knowledge of organizational programs and procedures in meeting a wide variety of work problems involving continual public, intergovernmental and interdepartmental relations.

Serves as City/Community liaison; responds to issues raised by members of the public, coordinating responses with other staff or outside agencies as appropriate. Provides information, explains processes, and gives advice; makes recommendations for resolution.

Assists in direction or implementation of programs. Presents information and recommendations. Creates, tracks, and/or maintains program or project records or files in an efficient and functional manner.

Composes articles, news releases, correspondence, reports, ordinances, resolutions and other informational material as assigned. Independently assesses and prioritizes daily workload.

Administers and monitors program/project budgets and assists Human Resources Manager with preparation and monitoring of department budget.

Assists supervisor and members of the City management staff in monitoring internal and external issues; serves as a member of the City's management staff;

Represents principal official and the City at various local, regional and statewide meetings, serves on committees; makes presentations to staff, Council, commissions, boards, civic groups and the public.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISORY RESPONSIBILITIES

Supervision is not a normal responsibility of this position. May supervise occasional or temporary employees.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Manages competing demands; Able to deal with frequent change or unexpected events.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Attendance – Consistently at work and on time.

Communication – Oral: speaks clearly and persuasively. Written: writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Cost Consciousness - Works within approved budget.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Diversity - Promotes a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Innovation - Displays original thinking and creativity; Develops innovative approaches and ideas.

Interpersonal Skills – Requires the ability to work as a contributing member of the organization, work productively and cooperatively with others and the public, and convey a positive image of the City and its services.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Organizational Support - Completes administrative tasks correctly and on time; Supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources. Completes work in timely manner. Manages competing demands.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Inspires respect and trust; Recognizes and deals with political issues and topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Teamwork - Able to build morale and group commitments to goals and objectives.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the principles, practices and techniques of business and public administration. Possession of additional specialized knowledge, skills and abilities pertinent to the assignment. Considerable knowledge of the principles, practices and equipment of modern functions, policies and procedures of the department to which assigned as to how these relate to the City organization as a whole, or the ability to acquire such knowledge.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources. Ability to provide effective leadership and coordination in developing solutions and recommending new techniques. Ability to establish and maintain effective working relationships with employees, officials and the general public. Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques.

EDUCATION and/or EXPERIENCE Considerable experience of a progressively responsible nature in work involving organizational management and operations. Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of, or the ability to secure possession of, a valid Oregon driver's license. Specific assignments may require possession of, or the ability to secure, state certification for performing assigned duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outdoor weather conditions. Employee must have the ability to attend night meetings, attend out of town meetings and work a flexible schedule subject to the operational needs of the City. Employee may be subject to continual interruption and may have occasion to deal with irate individuals.