



**MARCH 2015**  
**FLSA: EXEMPT**

## **ADMINISTRATIVE ANALYST - HR**

### **DEFINITION**

Under general supervision, provides human resources, administrative, and work-flow support to assigned departmental projects and programs; analyzes human resources program practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and personnel records; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel when performing administrative tasks and close supervision when performing human resources tasks. May provide technical and functional direction to lower-level staff.

### **CLASS CHARACTERISTICS**

This is a training-level for the human resources class series, incumbents performs the duties of an Administrative Analyst while receiving training in the principles, methods, and procedures essential to the activities of the personnel department. Incumbents develop and implement policies and procedures for a variety of projects and programs within an assigned department, including human resources program development and administration, management analysis, and program evaluation. Incumbents support the work of departmental management staff by conducting day-to-day human resources and administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant series in that the nature, scope, and diversity of responsibilities originating at this level requires a broader understanding of City and department functions. It distinguished from the Administrative Analyst classification in that it requires specialized knowledge and training in the area human resources. Finally, this class is further distinguished from the Management Analyst in that the latter is a single position classification that provides complex administrative support to the City Manager's office.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*



## CITY OF AVALON

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the City's human resources function and other administrative functions.
- Participates in the development and administration of program budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Coordinates and performs professional-level administrative and programmatic work in human resources, including management analysis and program evaluation.
- Administers the City's benefits, leaves, workers compensation, safety, and unemployment programs.
- Plans, oversees, and administers highly complex department-specific programs and projects; develops and administers program budgets, including revenue projections, multi-year cash flow analysis, contract costing, cost containment, and grant funds disbursement; directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; receives, reviews, and organizes program applications; ensures that awards stay within funding limits; participates on various committees and may present committee recommendations to the City Council; sends award letters to program applicants; represents the City to applicants.
- Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to employees and the public regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Coordinates and implements recruitment processes for City departments; confers with departments to ascertain departmental needs; coordinates and/or produces recruitment flyers and position announcements; screens resumes and applications; identifies qualified applicants.
- Organizes and administers oral and written examinations and results, including compiling test scores, preparing eligibility lists and candidate information, coordinating and/or conducting interviews, assisting departments in extending job offers, and coordinating follow-up pre-employment testing; monitors the hiring process and/or testing processes to assure adherence to applicable human resources policies; certifies and maintains eligibility lists.
- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Conducts salary studies; researches and analyzes salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.
- Assists employees and management with the interpretation and correct application of City policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Conducts minor personnel and workplace investigations; assists in responding to grievances and administering disciplinary actions.
- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities, including complex personnel, operational, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Confers with other management staff regarding provision of human resources, administrative and support services.



- Maintains accurate records, files, training logs, and compliance documents; develops storage of records and retention schedules; prepares responses to outside agencies.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; training and development; employee relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Principles and practices of municipal management and government.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including RTW, ADA, FMLA, and unemployment.
- Public relations techniques.
- Principles and practices of contract administration and evaluation; and public agency budget development and administration, and sound financial management policies and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### **Ability to:**

- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.



- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited four-year college or university with major coursework in human resources, business administration, public administration, or a related field and two (2) years of professional administrative experience in municipal government in public administration, organization, management, or personnel analysis.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and



closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.