

**THE CITY OF FONTANA  
SENIOR HUMAN RESOURCES ANALYST**

**DEFINITION**

Provides complex, professional, lead level Human Resources services in recruitment and selection, classification and compensation, labor relations, workers' compensation, risk liability, benefits administration and training; and coordinates and supervises the processing and preparation of special projects and specific programs; and performs related work as required.

**Supervision Received And Exercised**

Receives general direction from the Human Resources Director.

Exercise direct supervision over assigned technical and clerical staff.

**Examples of Duties** – Duties may include, but are not limited to, the following:

- Participate in the development of the Department's work plan; recommend goals and objectives; assist in the development and implementation of policies, procedures and programs.
- Assist in the administration of the labor relations activities, including negotiations, discipline and grievance processes.
- Coordinate recruitments for full or part-time vacancies for the city; determine advertising sources.
- Develop and proctor written exams and technical interviews; provide recommendations for improving testing methods utilized; collect, monitor and analyze testing results.
- Participate in the administration of the Risk Liability and Workers' Compensation programs.
- Review and monitor assigned positions in departmental budgets; develop and maintain position control.
- Participate in the annual benefit renewal negotiations and open enrollment process.
- Develop and coordinate city-wide training programs.
- Interpret personnel policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public.
- Prepare staff reports, including agenda items, resolutions and ordinances and other required correspondence; perform necessary research, data collection and analysis.

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- Conduct studies, analysis and research on a broad range of personnel assignments, compose, distribute, receive and analyze salary and benefit surveys; complete various salary surveys from outside agencies.
- Coordinate assigned activities with those of other departments and outside agencies and organization; respond to requests for information and advise City departments, outside agencies, and the general public on City personnel rules and regulations.
- Investigate problems and concerns and recommend corrective action as necessary to resolve issues.
- Coordinate and administer a variety of special programs.
- Review and analyze job specifications; conduct job audits; make recommendations for adjustments to the classification and compensation system.
- Assist in the development of the department budget.
- Participate in special projects i.e., Committees and Task Force.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of :

- Principles, methods and procedures utilized in recruitment and selection, labor relations, benefits administration, classification and compensation and training.
- Applicable federal and state laws and regulations.
- Principles and practices of public personnel administration.
- Principles of organization and management.

- Statistical concepts and methods.
- Principles and practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

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**Experience:** Three \_years of increasingly responsible experience in Human Resources which included recruitment and selection, labor relations, training, benefits administration, and classification and compensation.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in personnel management, public or business administration or a closely related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.