

**CITY OF FONTANA
HUMAN RESOURCES ANALYST**

DEFINITION: Under general direction from the Director of Human Resources and Risk Management, coordinates and directs all full-time and part-time recruitments in support of Human Resources operations; coordinates and supervises the processing and preparation of special projects and specific programs; performs responsible and complex professional duties related to selection procedures, position control and training; and performs related work as required. Exercise direct and/or indirect supervision over assigned technical and clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Coordinate recruitments for full or part-time vacancies for the city; determine advertising sources based on underutilization needs.
- Collect, monitor and analyze test, utilizing pass point methodology; determine mean score and standard deviation on all test scores; prepare an item analysis on exams to determine adverse impact.
- Design and participate in a variety of testing procedures; facilitate Assessment Centers; coordinate with assigned department personnel on developing criteria for application/resume method of establishing an eligibility list for a recruitment.
- Develop and proctor written exams and technical interviews; provide recommendations for improving testing methods utilized.
- Review and monitor assigned positions in departmental budgets; develop and maintain position control report.
- Interpret personnel policies and procedures; respond to requests for information and assistance from employees, management, outside agencies and the public.
- 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 form outside agencies.
- Answer questions and provide information to the general public and city or department staff concerning technical or statistical issues; investigate problems and recommend corrective action as necessary to resolve problems.
- Administer a variety of special programs; conduct job fairs and provide the public with information regarding recruitments.
- Review and analyze job specifications; make recommendations for specialized recruitments; review changes with appropriate departments.
- Direct functional and technical supervision over clerical staff; assign and review the work of the clerical personnel.
- Assist in the development of the department budget.
- Participate in special projects i.e., Committees and Task Force.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY 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.
- Applicable federal and state laws and regulations.
- Principles and practices of public personnel administration.
- Principles of organization and management.
- Statistical concepts and methods.

Ability to:

- Perform complex professional personnel work with a minimum of supervision.
- Interpret the city personnel programs and policies to employees and general public.
- Apply technical principles and practices to the development and maintenance or administrative systems and records.
- Evaluate programs and activities in assigned area.
- Work independently in the absence of supervision.
- Understand and apply pertinent policies, procedures, laws and regulations.
- Communicate effectively both orally and in writing.

Experience: Two years of increasingly responsible experience in recruitment and selection, training or classification/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 related field.