

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Human Resources Analyst  
Department: Operations & Administrative Svc.  
Division: NA  
Date: July 26, 2005

Job Code Number: 440  
Grade Number: 14  
FLSA Status: Exempt  
Location: City Hall

### **GENERAL PURPOSE**

Performs professional, technical and administrative duties involved in the development, implementation and administration of Human Resources programs and activities, ensuring compliance with applicable state and federal laws.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Deputy City Manager.

### **SUPERVISION EXERCISED**

N/A

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in coordinating and administering the Human Resources function:

- Assists in the development, implementation, administration and review of personnel policies and procedures; communicates and provides information to employees and outside agencies regarding the implementation of personnel policies.
- Assists in labor negotiations and labor management relations, with an emphasis on contract interpretation and investigation of grievances.
- Coordinates and administers various special projects and ongoing programs, such as Employee Recognition, Safety, Wellness or Americans with Disabilities Act (ADA).
- Researches, designs, prepares and leads various training sessions, workshops and classes.
- Assists in the development and implementation of the City's Equal Employment Opportunity policy and Affirmative Action program. Assists with or conducts required research or studies as needed to appropriately monitor and/or prepare required reports.
- Develops and maintains performance management tracking system to ensure evaluations are completed on time and consistent with City standards and policies.
- Develops and maintains a Human Resources Information System (HRIS), ensuring employee access to timely and accurate information on HR programs, plans such as benefits, selection status or training.

Provides advice and assistance to Departments and individual employees:

- Assists supervisors in diagnosing performance and development gaps and issues. Works with them to design and implement programs, processes and interventions to improve performance and development.
- Assists departments with or conducts investigations, and holds meetings as necessary, to resolve human resources and discrimination/harassment matters.

Assists in the administration of the classification, wage, salary and benefits programs:

- Develops, reviews and revises job and classification descriptions, establishing essential functions and selection criteria, recommending allocation of positions to grades in the City's classification matrix, and performing other research work involved in the administration of the position classification system.
- Designs, conducts and/or participates in complex wage, salary and benefit surveys; analyzes results and prepares reports, including findings and recommendations.
- Analyzes, researches, prepares reports and recommendations for employee benefits programs, ensuring deadlines and compliance requirements are met.
- Develops, implements and maintains the City's automated position control/inventory system.
- Provides information to other departments and outside agencies.

Plans, formulates, constructs and administers recruitment and selection processes for all levels of positions:

- Reviews job openings, descriptions and requirements with management personnel; prepares job announcements and recommends appropriate advertising strategies.
- Develops verbal, written, physical agility and performance examinations as needed; screens applications and oversees and may participate in interviews of applicants for City employment.
- Reviews and recommends reasonable accommodation for placement of disabled applicants or employees.

## **PERIPHERAL DUTIES**

Serves as member of various City committees and task forces as assigned.

Performs similar or related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in public or business administration, human resources or a closely related field; and

- (B) Minimum of three (3) years of increasingly responsible personnel experience at a level affording familiarity with personnel classification, compensation, recruitment, promotion, testing, evaluation, labor relations, personnel policy and procedures desired; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to effectively and accurately communicate, both verbally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public. This includes the ability to communicate technical information to lay audiences;
- (B) Ability to establish and maintain trust, confidence and effective working relationships with co-workers, managers, supervisors and the public; ability to maintain confidentiality of sensitive information;
- (C) Effective experience in modern principles, practices and theories of human resources management, including union contract interpretation and recruitment and selection methods; municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances;
- (D) Ability to analyze situations accurately, adopt an effective course of action and adapt as the situation changes, and to manage multiple projects and tasks;
- (E) Ability to effectively use research and analytical methods, practices and procedures to define and resolve issues;
- (F) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## **SPECIAL REQUIREMENTS**

Must possess a valid State driver's license or have the ability to obtain one prior to employment.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, data base and presentation software.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required as part of ground-breaking ceremonies or similar community events.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and is required to talk and hear.

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 the ability to adjust focus.

## **WORK ENVIRONMENT**

The 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 occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_

Human Resources Manager designate

Approval: \_\_\_\_\_

City Manager

Effective Date: July 26, 2005

Revision History: