



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

PERSONNEL ANALYST

FLSA Status: Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: UC4

CLASS SUMMARY:

The Personnel Analyst is the second level in a two level Human Resources Series. Incumbents are professional level analysts performing complex analyses to support the City's strategic and financial goals including adherence to State and Federal laws and City policies.

Incumbents perform independent technical, professional administrative tasks such as conducting surveys, administering benefits, interpreting and supporting negotiation of labor contracts, maintaining personnel records in accordance with applicable requirements, processing and managing Workers' Compensation and medical leave, and providing guidance to management.

The Personnel Analyst assigned to Human Resources is distinguished from the Personnel Technician by its focus on the more complex human resource issues and analyses projects as well as those assigned by the Human Resources Director.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Coordinates reviews and administers a wide variety of programs within the human resources function which include monitoring and evaluating program policies and standards. Programs may include, but are not limited to, recruitment, selection, FMLA/OFLA tracking and monitoring, training, employee relations, benefits administration, classification, and compensation.
- Performs confidential research related to human resources issues; compiles and evaluates data and makes recommendations to appropriate individual(s); ensures compliance with applicable policies and procedures; and participates in investigation, mediation and resolution of employee complaints and allegations.
- Analyzes labor negotiation proposals to determine financial impacts, conducts special projects such as preparing reports, conducting job analyses/audits, and conducting special studies.
- Provides financial analysis support for union contract negotiations and cost of service delivery studies to evaluate financial implications of contract, and other proposals, provides interpretation of contracts for negotiations and labor issues, and is part of the negotiation team for all labor contracts.
- Reviews and revises City policies and procedures; conducts research on changing trends in human resources programs. Participates in the development of services and/or programs in assigned area of responsibility; conducts needs assessments; makes recommendations based on findings.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Bachelor's Degree in a related field, and four years of directly related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- None

Knowledge (positions in this class require):

Knowledge of:

- Human resources principles and practices in assigned area of responsibility;
- Research methodologies;
- Statistical computations;
- Employment standards;
- Employee relations principles and practices;
- Customer service principles;
- Conflict resolution;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
- Coordinating multiple assignments;
- Conducting studies and preparing sound recommendations;
- Analyzing and interpreting policies and procedures;
- Preparing written reports and business correspondence;
- Using computers and related software applications;
- Maintaining confidentiality;
- Speaking in public;
- Conducting research, analyzing information and data, and presenting findings in a concise and rational format;
- Resolving conflict;
- Mediating difficult situations;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008 (Analyst), Resolution No. 5379

Revised March 16, 2011; November 29, 2012; April 5, 2013 (split position/retitled)