



CITY OF CHINO

Senior Human Resources Analyst

Definition:

Under limited direction, performs a variety of responsible professional, administrative, and analytical duties related to assigned personnel and risk management functions; the administration of the City's personnel and risk management programs; and performs related work as assigned.

Class Characteristics:

The Senior Human Resources Analysts provide professional support to the Director of Human Resources/Risk Management and assist in directing the work of other Department personnel in the performance of assigned tasks.

Essential Functions:

All Assignments

- Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
- Conduct research and statistical analysis; prepare and present reports of findings and recommendations as to appropriate action.
- Compile information and prepare manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
- Participate in the preparation and administration of assigned budgets; maintain and monitor appropriate budgeting and expenditure controls.
- Assist in composing staff reports, Council agenda items, and correspondence related to assigned function.
- Coordinate recruitment process including outreach activities; screen employment applications; ensure applicants meet or exceed minimum qualifications; assess candidates according to qualifications.
- Conduct investigations into allegations of violation of City policy, including improper activities, harassment and discrimination.
- Provide assistance to Department management, other City personnel, and the public regarding administrative, fiscal, strategic planning or operational issues, policies, or procedures; and, direct the work of others involved in related activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Prepare documentation for disciplinary actions; complaints, grievances and requests for appeal hearings.
- Supervise the work of other Department staff in the execution of responsibilities.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Senior Human Resources Analyst

Personnel

- Oversee the daily administration of personnel programs; make recommendations and implement policies and procedures; process a variety of personnel documents; assist with classification and pay studies, handling grievances, and other personnel related matters.
- Plan and conduct comprehensive salary and benefit surveys; perform job evaluation, classification, and class specification and development.
- Respond to requests for information and assistance from officials, management staff, bargaining unit representatives, outside agencies, City employees, and the public.
- Provide assistance to employees regarding service and disability retirement issues; coordinate the distribution of retirement information to employees.
- Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare technical records, reports, and summaries to present and interpret data, identify alternatives and make recommendations; respond to salary and benefit studies conducted by other agencies.
- Participate in the collective bargaining process, including preparing reports and materials to assist in the process.
- Plan, organize, coordinate, and administer the City's health and welfare plan, including health, dental, vision, long term disability, life insurance/accidental death and dismemberment, retirement, 457 deferred compensation, 401(a) and RHS plans, and the City's open enrollment program; oversee annual renewal of contracts/policies; review contract/policy language for accuracy; serve as primary contact person for insurance broker/plan representative.
- Review, verify, prepare, and process a variety of forms pertaining to enrollment and changes to health and life insurance coverage, performance evaluations and merit increases, COBRA, service and disability retirement, and claims for unemployment insurance benefits.
- Plan, organize, and coordinate the maintenance of various records and files related to employee benefit functions, operations, and activities.
- Explain terms and/or conditions of City employment in accordance with established policy; advise employees and management regarding Personnel Rules and established procedures.
- Provide new employee orientation and exit interview, and prepare and process related documents.

Risk Management

- Research, plan, and organize training programs; outline annual training calendar; assist in implementation of training projects; negotiate fees with training facilitators; and assist in conducting training programs as required.
- Prepare and distribute training tools such as instructional materials, handouts, evaluation forms, and visual aids.

Senior Human Resources Analyst

- Administer the Workers' Compensation Program by coordinating claims administration with third-party administrators; ensure accurate completion of appropriate forms and handling of claims; discuss workers' compensation claims with departmental staff and the City Attorney to determine course of action; provide liaison to other City staff, claims adjustors and investigators, and insurance agents in the disposition of claims; maintain related files and documentation; conduct timely follow through on status of claims.
- Review, verify, prepare, and process a variety of forms pertaining to Family and Medical Leave and Long Term Disability.
- Ensure Safety Program is in compliance with CAL-OSHA mandates; maintain OSHA 200 Log.
- Process General Liability and Workers' Compensation claims and bills; log claims appropriately.
- Ensure first aid kits at all City locations are appropriately maintained.
- Coordinate the Bloodborne Pathogens Program, Hearing Loss Prevention Program, and other related programs.
- Monitor and manage the City's general insurance program; review insurance language in contracts for City staff; assists with renewal of policies; coordinate acquisition of certificates of insurance; respond to questions from departmental staff and interacts with the City's joint powers authority/insurance brokers.
- Act as a facilitator in coordinating the City's Injury and Illness Prevention Program; participate on the Safety Committee including preparing agenda and reports and maintaining minutes; monitor claims; coordinate safety training; and, coordinate inspection of City facilities and operating procedures to determine potential safety hazards and to make recommendations for mitigation.
- Assist with annual policy renewals including excess liability and property.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, business administration, personnel management, behavioral science, or a related field.
- Master's degree in public administration or business administration is desirable and may be substituted for one year of experience.

Experience:

- Four years of increasingly responsible relevant experience; the supervision of lower-level staff is highly desirable.

Considerable knowledge of:

- Principles and practices of personnel, which may include classification and compensation, labor relations, benefits administration, research and analysis.
- Principles of municipal administration and budget.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, and report preparation.
- Data processing systems/applications.

Knowledge of:

- Principles of supervision.

Ability to:

- Assist in developing new policies impacting department operations/procedures.
- Supervise the work of assigned staff.
- Implement and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Communicate clearly and concisely, both orally and in writing.
- Perform moderately difficult and/or complex professional administrative and analytical work requiring sensitivity to issues.
- Deal tactfully and courteously with internal and external customers.
- Respond to problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Represent the Department in a variety of meetings.
- Provide liaison to City personnel, other agencies, and the public.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Develop new policies impacting department/program operations/procedures.
- Establish and maintain effective relationships.
- Handle confidential matters with discretion.

Special Requirements

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 4, 7, 12.

Link to description [here](#)

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Employee Unit:
Unrepresented Management

Revised: 07/01/16
Replacing Human Resources Analyst classification specification 04/11/16.