



CITY OF CHINO

Human Resources Analyst

Definition:

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

Class Characteristics:

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

Essential Functions:

All Assignments

- 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.
- Assist in composing staff reports, Council agenda items, and correspondence related to assigned function.
- 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.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Personnel

- Assist with 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.
- Respond to requests for information and assistance from officials, management staff, bargaining unit representatives, outside agencies, City employees, and the public.
- Assist 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.

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- Assist in preparing reports and materials for the collective bargaining process.
- Plan, organize, coordinate, and administer the City's health and welfare plans, 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, Long Term Disability, Family and Medical Leave, 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 orientations and exit interviews, 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.
- Ensure Safety Program is compliant with CAL-OSHA mandates; maintain OSHA 200 Log.
- Process General Liability and Workers' Compensation claims and bills; log claims appropriately.
- 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.
- May investigate, document, verify, review, negotiate adjust, reject, deny, and/or recommend settlement on claims against the City within established guidelines for representing the City in the settlement of liability claims or worker's compensation claims.
- Attend small claims hearings and settlement conferences when necessary.
- Assist in monitoring and managing 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

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departmental staff and interacts with the City's joint powers authority/insurance brokers.

- May 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.
- May 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 (required).

Experience:

- Three years of increasingly responsible relevant experience, preferably in Human Resources.

Considerable knowledge of:

- Principles of municipal administration and budget.
- Related laws, ordinances, and regulations.
- Principles of research, statistical analysis, and report preparation.
- Principles and practices of personnel, including classification and compensation, labor relations, benefits administration, research and analysis, and/or risk management, loss prevention, claims investigation and processing.
- 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 as assigned.
- 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.

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- 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.
- In accordance with the City's Nepotism Policy, any employee of the Human Resources Department is prohibited from having relatives employed by the City.

Physical Profile:

Category I; 4, 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 03/19/19

Replacing Human Resources Analyst classification specification dated 10/16/06.