

City of Bellingham  
**Classification Specification**

<b>CLASS TITLE</b>	Human Resources Analyst
<b>DEPARTMENT</b>	Human Resources
<b>UNION:</b>	E-PLAN
<b>SG:</b>	E-12
<b>CS:</b>	N
<b>FLSA:</b>	N
<b>EE04CODE:</b>	PR

**NATURE OF WORK:**

The Human Resources Analyst works collaboratively, but independently, under general direction in carrying out complex work in recruitment, performance management, Civil Service/merit system selection, position classification, wage and salary administration, labor relations, training, employee benefits, workers compensation and safety and other professional human resources functions. Incumbents provide consultation, advice and direct service to City departments and employees regarding sensitive personnel and organizational issues. Job emphasis is on responsibility for analysis of problems, issues, and situations arising from work assignments, and for development, communication and implementation of recommendations. May be assigned as lead in functional area of expertise or on special projects including responsibility for budgeting and contract work. Work is performed in a unionized environment.

**DISTINGUISHING CHARACTERISTICS:**

The HR Analyst is the second level in a three-part human resources classification series. The HR Analyst classification is distinguished from the HR Generalist classification by its greater autonomy and responsibility for handling problems and issues of a more complex nature requiring greater understanding and experience in areas such as compensation, classification, and employee and labor relations. The HR Analyst is assigned major projects having a City-wide impact, under the direction of senior staff. The Senior Analyst is distinguished from Human Resources Analyst by the assignment of functional responsibility for an internal service area such as the City's classification and compensation system or training and development, as well as serving as staff lead for assigned labor contract administration and negotiation. The Senior Analyst provides technical direction and guidance on a day-to-day basis and is responsible for more complex assignments and decision making requiring a high degree of technical knowledge.

**SUPERVISORY RELATIONSHIPS:**

The Human Resources Analyst reports to the Human Resources Director or designee and works under applicable federal and State employment and EEO regulations, Civil Service Rules, labor agreements, and City and departmental policies and procedures. The Analyst may serve as lead in a functional area of expertise or on assigned projects. May assign and review work of support staff and participate in their performance appraisal. May supervise interns.

## **ESSENTIAL FUNCTIONS:**

1. **Assistance To Departments And Employees:** Provides advice and assistance to assigned departments based on substantial and broad knowledge of City policies, procedures, labor agreements, Civil Service Rules, and Human Resources principles and practices.

Provides consultation to City managers on personnel and organizational development problems and issues including staffing and placement, performance management, classification and job restructuring. Troubleshoots issues and offers alternatives for early resolution.

Provides information to employees and supervisors concerning implementation of Human Resources policies and procedures, EEO and labor regulations.

Provides direct assistance to employees to answer questions, concerns, or complaints: clarifies and identifies issues, provides information on procedures and entitlements, works with managers, staff and union representatives to resolve issues. Assists departments with the investigation of allegations of misconduct, including discrimination, and provides information on procedural requirements. Provides guidance and/or conducts investigations. Prepares and/or reviews fact finding and investigation summaries. Advises on disciplinary penalty. Prepares and/or reviews disciplinary notices. Works with legal department or outside counsel to prepare and/or review case files for responding to complaints and appeals under contract or law.

May work with union representatives and employees in dispute settlement discussions on behalf of the Human Resources Director.

2. **Job Analysis:** Performs job analysis of positions to establish essential functions and selection criteria, and to recommend allocation of positions to classes or creation of new or revised class specifications, and performs other research work involved in the administration of the position classification system.

3. **Recruitment, Selection, Placement:** Plans, formulates, constructs and administers recruitment and selection processes for all levels of positions; develops oral, 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.

Presents selection/testing proposals to departments and the Civil Service Commission for pre-approval of the selection process. Develops and presents eligibility registers to Civil Service Commission for approval. Works with assigned Chief Examiner to resolve issues or disputes regarding Civil Service exams and develops appropriate information for Civil Service review and/or decision.

Facilitates hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. Receives and responds to information requests from candidates about various testing and employment matters.

May be assigned to act as staff lead for the City's recruitment and selection efforts.

4. Compensation: Conducts complex wage, salary and benefit surveys using computer applications or as project manager with outside consultants. Analyzes results and prepares recommendations.
5. Labor Relations: Assists staff and employees with understanding rights and responsibilities under collective bargaining law and agreements. Provides guidance and assistance on the procedures and resolution of employee contract grievances. Provides assistance to labor-management committees at the departmental level as provided under contract and law. Provides staff support for labor contract negotiations: researching and preparing information and assisting at bargaining and arbitration.
6. Project Management And Functional Lead: Acts as project manager or team leader for the development of new or revised Human Resources systems and procedures. Drafts related policies and procedures as assigned. May be assigned lead responsibilities on an on-going basis for a functional area of HR such as recruitment, staff development, etc., including annual program planning and budgeting responsibilities.
7. Report Writing: Uses computer resources to prepare narrative and statistical reports on field investigation and research studies; analyzes data, prepares reports, charts and other information pertaining to Human Resources functions. Presents findings or recommendations at various public forums.
8. Staff Training: Researches, designs, prepares and coordinates training materials and programs. May present training courses.
9. Employee Benefits: Analyses, researches, prepares reports and recommendations regarding employee benefits programs. Provides information to departments and employees regarding City of Bellingham benefits.

#### **ADDITIONAL WORK PERFORMED:**

1. Performs related duties within the scope of the classification.

#### **KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles and practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, employee development and performance planning and appraisal.
- A working knowledge of federal and State employment and labor law, Civil Service Rules, and City human resources policies and procedures and the ability to interpret for others complex guidelines, codes, labor contracts, regulations, policies and procedures.
- Knowledge of research methods, data collection and sampling techniques, and statistical analysis.

Skill in:

- Demonstrated skill in using spreadsheets, word processing, and database management software.
- Excellent writing skills for reports, correspondence, case summaries, policies, findings of fact, class specifications, test construction, and other human resources applications.
- Communicating tactfully with superiors, peers, other government agency representatives and the general public;
- Excellent oral communications skills with groups and individuals. Strong public presentation skills.
- Management skills including problem analysis and decision-making, strategic and project planning and organizing, interpersonal sensitivity, adaptability/flexibility, tolerance for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.

Ability to:

- The ability to establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants, and the general public.
- Participate in and contribute to the development, implementation and administration of comprehensive employee and labor relations programs.
- Represent the City effectively in dealings with employees and employee organization representatives on a variety of labor relations and collective bargaining issues.
- Collect, compile, and analyze complex information and data.
- Prepare clear, concise accurate and persuasive reports, correspondence, analytical studies and other written materials.
- To explain and interpret for others complex guidelines, codes, regulations, policies and procedures.
- Willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - correctable visual acuity to read a computer screen and a typeset page;
  - fine finger dexterity to manipulate computer keyboard and mouse; and
  - ability to talk and hear sufficiently to serve internal and external clients.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. Some travel to professional meetings required.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree with major course work in human resources, public or business administration, or a related field. Master's degree preferred.
- A minimum of four years experience in professional HR work with a full range of HR programs and services such as recruitment and selection; compensation, classification, benefits, safety, training and development, labor relations, performance management.

- SPHR certification or a graduate degree in a directly related field may substitute for up to two years of the experience requirement.
- A combination of experience and training that provides the knowledge and skills to perform the job will be considered.

**NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal conviction and location background check.
- Occasional travel to conferences and training sessions.

**PREPARED BY:** Sharon Skagen  
5/85

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Human Resources Services Manager

**REVISED BY:** Kathryn Hanowell  
11/89, 10/93, 2/00, 1/01

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1/18