

City of Bellingham

Classification Specification

CLASS TITLE	Human Resources Senior Analyst
DEPARTMENT	Human Resources
UNION:	E-PLAN
SG:	E-14
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

This classification provides technical direction to Human Resources staff in a specific function such as classification and compensation, training and development or other area of specialty. Serves as key advisor to the Human Resources Services Manager on a variety of policy and operational issues. This classification is assigned as team lead for various labor negotiations and provides back up to the Human Resources Services Manager in handling grievances and other labor relations issues. Work requires a high degree of technical knowledge and decision-making in all areas of personnel administration. Assignments are often of a general nature, demanding research and technical evaluation of options as well as interaction with managers, supervisors and employees or their representatives throughout the organization.

DISTINGUISHING CHARACTERISTICS:

The Senior Analyst is third in a three-part human resources classification series. The Senior Analyst is distinguished from Human Resources Analyst by the assignment of functional responsibility for an internal service area as well as serving as staff lead for assigned labor contracts, negotiations and administration. The Human Resources Analyst may act as lead on assigned projects. However, the Senior Analyst provides technical direction on a day-to-day basis and guidance on labor and other issues confronting the Human Resources staff. The Senior Analyst generally receives more complex project assignments.

SUPERVISORY RELATIONSHIPS:

Reports to the Human Resources Services Manager. Provides guidance and technical direction to Human Resources staff on a variety of human resources issues. Works under City policies and procedures. Reviews the work of and provides performance feedback to staff assigned to projects managed by the Senior Analyst. Supervises interns and other extra help as assigned. City and Departmental policies and federal and State employment regulations guide the work.

ESSENTIAL FUNCTIONS:

1. Labor Relations: Prepares for and serves as Human Resources Department lead of the management team for assigned contract negotiations. Handles grievances for assigned contracts and /or departments and troubleshoots contract issues. Provides guidance and

technical assistance to staff and assigned departments in the resolution of grievances and other labor contract issues.

2. Technical Resource: Serves as technical resource and adviser to the Human Resources Services Manager and Staff on a variety of complex human resources issues.
3. Account Manager: Provides human resources advice and assistance to assigned department(s), assisting the department managers and employees to meet their mission through an effective human resources management program in compliance with City policies, labor agreements and governmental regulations.
4. Classification and Compensation Lead: Acts as staff lead for the City's classification and compensation system. Either directly or through consultant assistance manages complex classification and compensation projects. Enlists assistance and support from other staff. Prepares narrative and financial reports and recommendations. Meets with employees, elected officials, managers, and union representatives to present recommendations and/or resolve classification and compensation issues and concerns.
5. Training and Development Lead: Acts as staff lead for the City's training and development system. Develops training content and materials applicable to City's needs, often from scratch. Develops trainings appropriate for a variety of audiences on a variety of topics. Coordinates with the HR Services Manager to identify annual training initiatives and determine scheduling. Enlists assistance from other HR Staff, departmental staff and consultants to schedule and deliver training initiatives.
6. Special Projects: Through research, analysis, report writing, and project management recommends and carries out organizational and policy changes in the City's human resources system and programs as assigned.

ADDITIONAL WORK PERFORMED:

1. May be assigned to act as staff lead in other functional areas such as recruitment and selection. When assigned as recruitment and selection lead, partners with hiring officials and Human Resources Account Managers to plan, develop and implement employment recruiting and selection processes in compliance with Civil Services rules, labor agreements and all related federal, state and local laws, regulations, policies, contracts and procedures. Acts as project manager for recruitment and selection processes.
2. Performs related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of labor relations, including negotiations and contract administration practices, and developing human resources trends, especially as they apply to the areas of employee and labor relations.

- 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:

- 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 in Human Resources, Business Administration, Public Administration or a related field.
- Four years of experience in a comprehensive human resources program in a unionized environment.
- Three years of progressively responsible experience in labor relations and negotiations. Experience as lead spokesperson preferred.

OR

- Bachelor's degree in Human Resources, Business Administration, Public Administration or a related field.
- Three years of experience as a Human Resources Analyst at the City of Bellingham.
- Three years of experience in labor relations and negotiations as second chair at the City of Bellingham.

AND

- Demonstrated experience and ability in analytical research and labor contract costing required.
- Professional in Human Resources or Senior Professional in Human Resources (PHR/SPHR) designation preferred.

NECESSARY SPECIAL REQUIREMENTS:

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

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6/92

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2/01
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