

City of Watsonville

Job Description



JOB TITLE: Principal Human Resources Analyst **DATE APPROVED:**

DEPARTMENT: Human Resources **SUPERSEDES:** N/A

REPORTS TO: Deputy City Manager

SUPERVISION: Over lower level professional and technical staff

EMPLOYEE UNIT: Management

FLSA : Exempt

JOB SUMMARY:

Under general direction, plans, supervises, assigns, and participates in the work of staff responsible for performing professional level human resources duties in the administration of recruitment and examination, classification and compensation, employee benefits, employee/labor relations, employee training and development, workers compensation, benefits administration and related human resources functions; advises and assists managers in the resolution of departmental personnel issues and performs complex research and analysis; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex assistance to the Deputy City Manager.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory level within the Human Resources Analyst series. Employees in this classification receive administrative direction within a framework of general guidelines and requires a comprehensive knowledge of human resources principles, practices, laws, and regulations.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing professional level human resources duties in the administration of recruitment and examination, classification and compensation, employee benefits, employee/labor relations, employee training and development, workers compensation, benefits administration and related human resources functions.
- Participates in the development and implementation of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Participate in the selection and evaluation of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Analyzes and develops recommendations on a wide range of personnel related issues.

- Serves as a resource to City supervisors, managers, and department heads regarding human resources issues.
- Develops and prepares materials for orientation sessions, training classes, and public presentations.
- Participates in the preparation and administration of the human resources budget; submits budget recommendations; monitors expenditures.
- Represents the department to outside agencies and organizations.
- Oversees and assists in the administration of the City's Personnel Rules and Regulations.
- Drafts, recommends, and implements administrative policies and procedures related to personnel.
- Interprets and applies personnel policies and regulations, bargaining unit memoranda of understanding, and related guiding documents.
- Advises and assists managers on personnel and labor relations matters such as hiring, performance problems, appraisals and documentation, disciplinary actions, and grievances.
- Performs and/or directs special projects as assigned.
- Provides staff assistance to Personnel Commission as needed including preparing agendas, reports, and attending meetings.
- May supervise the preparation and maintenance of records including personnel files, required statistical reporting, and related documents.
- May assist in the investigation of allegations of sexual harassment, employment discrimination, policy violations, or other prohibited practices.
- Oversees the coordination of staff development training for the City.
- Provides staff assistance to the Deputy City Manager; participates on committees as assigned; prepares and presents reports, recommendations, correspondence, and related communications as assigned.
- Conducts research and analytical studies on a variety of topics related to personnel administration as assigned.
- May develop specifications, evaluate proposals, recommend consultant selection, and may monitor and administer contracts for contract and consultant services.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of human resources.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a human resources program.
- Principles and practices of public personnel administration including recruitment, selection, classification and pay, labor relations, benefits, and training.
- Pertinent federal, state, and local laws, codes, and regulations governing public personnel administration.
- Principles, rights, and techniques of public sector collective bargaining.
- Basic principles and techniques of supervision, training, and performance evaluation.
- Methods and techniques of recordkeeping and reporting requirements related to public personnel administration.
- Research methods and techniques.
- Principles of mathematics and basic statistics related to data analysis and setting exam pass points.
- Basic principles and practices of budget preparation and administration.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Plan, coordinate, and participate in assigned human resources programs including recruitment and selection, classification and pay, benefit administration, and training.
- Supervise, organize, and review the work of others.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for human resources programs.
- Develop, recommend, implement, interpret and apply policies, regulations, and provisions of memoranda of understanding.
- Analyze complex human resources issues and develop and implement appropriate responses; advise and counsel departments of best course of action.
- Independently develop and coordinate effective systems, programs, and procedures.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare and present effective reports, recommendations, and correspondence.
- Represent the City to employees, managers, bargaining unit representatives, elected officials, vendors, and the public.
- Develop and implement revisions to standard operating procedures to improve effectiveness and/or comply with regulatory changes.
- Read, interpret, and record data accurately.
- Maintain confidentiality
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Drive an automobile.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, human resources, business administration, or a closely related field.

Experience:

Five years of experience performing professional level human resources work with one year of supervisory experience preferred.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.