

CLASS TITLE: HUMAN RESOURCES ANALYST II

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing work in the area of recruiting, compensation, classification, employee and labor relations, training and grievance/complaint investigations and responses; and performs other related assigned duties.

ESSENTIAL TASKS:

- Recruits, interviews and makes recommendations related to certification of internal and external applicants for employment and promotion in accordance with the City Charter and City policies as assigned
- Performs work in the area of compensation and classification including compensation activities regarding all aspects of compensation including pay, leave, and benefits; and classification activities including all aspects of classification including job descriptions, classification reviews, progression programs and maintenance of related systems as assigned
- Performs Labor and Employee relations activities to include collective bargaining, grievance and complaint investigation, and arbitrations administration as assigned
- Assists in drafting or revising policies and procedures; maintains program documents; prepares activity reports, agendas, meeting information packets, and correspondence; develops or coordinates communication tools, methods and systems as assigned
- Administers and reviews compliance with Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA) and other Human Resources mandated programs as assigned
- Develops, coordinates, schedules, delivers, and administers training events and instructional programs, including Train the Trainer instruction and e-learning options as assigned
- Collects, analyzes and reviews data and information; tracks trends and developments in assigned functional areas; conducts studies, performs research and prepares reports and other documents utilized for decision making and program development; presents information orally and/or in writing to various groups; acts as project administrator
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in personnel, public/business administration, social/behavioral science or a related field, and three (3) years of responsible experience in the area of human resources, including at least one (1) year of experience working in one of the areas specifically mentioned in the purpose statement of this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, practices and techniques used in position classification; good knowledge of personnel administration; good knowledge of the types of jobs in a public organization; considerable knowledge of employment laws, employee and labor relations principles, investigatory techniques and strategies; knowledge of recruitment strategies, policies and procedures. Ability to work in a high volume recruitment environment; ability to conduct interviews in the job analysis process; ability to deliver training; ability to facilitate groups; ability to plan, organize and write effective reports; ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding; and the ability to communicate well both verbally and in writing.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some travel to field locations and worksites.

Class Code: 2549

EEO Code: N-05

Pay Code: AT-36

Group: Clerical and Administrative

Series: Personnel Management

Effective Date: April 15, 2019