CLASS TITLE: SENIOR HUMAN RESOURCES ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for senior level technical personnel work in a central personnel office, performs lead duties and other related assigned duties.

ESSENTIAL TASKS:
• Leads personnel and participates in the recruitment, screening, testing, and interviewing of applicants for employment/promotion and budget, merit-related grievance resolution and other personnel functions/processes
• Trains personnel in employment procedures/functions/processes
• Coordinates special recruitment programs and job fairs for particular types of positions
• Assigns and reviews daily work of personnel
• May oversee the administration of the Temporary Employment and computerized testing programs
• Researches, develops, implements and coordinates procedures for various personnel processes and policies
• May oversee merit related grievance resolution assistance, background investigations and reference checks, applicant tracking system administration and research of personnel issues
• Oversees and monitors section budget, P-card and accounts payable functions and makes recommendations to management
• Participates and makes recommendations to various advisory boards
• Reports 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 human resources management, business/public administration or a social or behavioral science, and four (4) years of experience in a high volume personnel office; 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 interviewing, testing, recruitment and various personnel systems/programs/issues; and considerable knowledge of the City of Tulsa Policies and Procedures. Ability to present ideas effectively verbally and in writing; ability to make complex statistical calculations as applied to a recruitment program; ability to lead the work of others; and the 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. Skill in conducting in-depth interviews with job applicants.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to standing, walking, sitting, reaching, bending and handling; and vision, speech and hearing sufficient to perform the essential tasks. Some positions may be required to stand for extended periods of time in all kinds of weather.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Operator’s license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

Class Code: 2550
EEO Code: N-02
Pay Code: AT-40

Group: Clerical and Administrative
Series: Personnel Management

Effective: January 05, 2008