

**CITY OF BIG BEAR LAKE**  
**SENIOR HUMAN RESOURCES ANALYST**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under direction, leads, directs and performs a variety of routine to complex administrative technical and professional work in analyzing and administering various components of the City's Human Resources and Risk Management programs, including conducting recruitment and selection, employee relations, Workers' Compensation, compensation analysis, training, benefits administration, risk management; claims management, safety policies and procedures, and labor relations; performs special studies; and performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The **Senior Human Resources Analyst** is the advanced journey level classification. At this level, incumbents perform the most complex professional human resources work. Provides day-to-day lead direction to staff assigned to the Human Resources function. Assignments can be quite varied and be in any functional area and require a sound grounding in human resource fundamentals and the ability to independently solve human resource problems of moderate difficulty. Independent judgment is required and contacts are both internal with staff and external with representatives of other agencies. This classification is distinguished from the next higher classification of Director of Human Resources in that the latter has overall responsibility for administration of the City's Human Resources function and management of other programs and divisions.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Human Resources and the Chief Operations Officer. Exercises supervision over lower level professional, administrative support and technical staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Researches, plans, and organizes a variety of human resources and risk management programs ensuring consistency with best practices and legal mandates, such as recruitment and selection, benefits administration, state and federal reporting, labor relations, safety and general liability issues and evaluations.
- Serves as an internal consultant to all City departments for employee relations issues; advises on selection, promotion, ADA, training, and discipline; reviews and advises on documentation; drafts disciplinary correspondences; interacts with legal counsel, City departments, and staff on a variety of sensitive personnel issues.

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- Manages the general liability claims; coordinates discovery processes for claims and interacts with the TPA and attorneys; performs claims evaluation, reviews and answers interrogatories; coordinates correspondence with claimants.
- Researches, plans, and organizes a variety of training programs; coordinates employee training sessions on a variety of subjects, including a variety legally mandated programs.
- Manages Workers' Compensation claims and coordinates activities with the TPA; develops safety policies and procedures; serves as the City expert on safety and risk management issues; coordinates training; tracks safety budget; service as the DOT and drug test coordinator.
- Supervises, evaluates and trains lower level staff assigned to Human Resources; assists the public both in person and on the phone; serves on oral boards and assists with examinations; composes emails, correspondence, agenda item commentaries, and resolutions; attends various meetings; prepares reports; makes presentations.
- Identifies and analyzes human resources issues and compares services and costs; prepares reports and recommendations; ensures continuity of programs.
- Conducts compensation, benefit and best practices research and analysis; develops and coordinates a variety City human resource and other assigned programs; provides interpretations of and information concerning a variety of applicable policies, rules, programs, and labor agreements.
- Reviews proposals for new or revised classifications to determine appropriate salary grade assignment; participates in salary surveys to determine organization's market relationship.
- Receives, analyzes and ensures the appropriate processing and investigation of liability claims and lawsuits; reviews incident reports and inspects the scene of accidents; takes photos; collects and preserves evidence; evaluates reports noting hazards and violations, and prescribes corrective actions; prepares reports on City proper damage and coordinates requests for reimbursement, restitution or subrogation.
- Maintains safety, Workers' Compensation and general liability claims related files and documents; ensures timely mandated reporting; reviews all City contracts for wording, insurance requirements, insurance certificates and additionally ensured endorsement.
- May assist in negotiations; reviews personnel polices and practices and advises on appropriate changes; conducts research on employee issues; supports management with employee relations issues.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, staff of other public agencies, City management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Senior Human Resources Analyst**. A typical way of obtaining the required qualifications is to possess a bachelor's degree in business administration, public administration, or related field and three years of increasingly more responsible human resources experience in recruitment and selection, benefit administration, employee relations, training, or employee development. Additional qualifying experience may be substituted for education on a year-for-year basis.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, procedures, and regulations of public sector recruitment and selection, benefits administration, employee relations, classification and compensation, employee training, and development; principles and practices of risk management; methods and techniques of supervision, training, and motivation; principles, techniques, and laws applicable to a variety of personnel programs; research techniques and practices, including statistical concepts and methods; principles of organizational management and supervision; applicable federal, state, and local laws, codes, and regulations; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

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Effectively conduct recruitment and selection activities; manage benefit programs; acquire a working knowledge of other departmental programs; provide accurate interpretations of policies and regulations; prepare a variety of reports and analyses; maintain statistical records; analyze and interpret a variety of human resources programs, including comprehensive job requirements; analyze, administrative, operational and organizational problems; provide sound policy and procedural recommendations; oversee and/or manage special projects and programs; work effectively with management, staff, other governmental agencies, and the public; supervise and/or lead teams; develop, coordinate, and administer assigned programs; serve as a liaison between various public agencies; prepare clear and concise administrative documents and reports; analyze, interpret, summarize, and present a variety of administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; work effectively with people with varying backgrounds, educational levels, races, and cultures.

### **Skill to:**

Operate standard office equipment, including a computer and variety of word processing and software applications.