

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Human Resources Analyst*
Department: *Human Resources*
Reports To: *Human Resources Director*
Status: *Exempt /Non-union*

Job Summary:

Perform professional level human resources work and provide expert analytic advice on a variety of sensitive and complex human resources issues including recruitment, selection, classification, wage and salary administration, workers' compensation, employee relations, labor negotiations, training and related functions. Provide information and assistance to employees and management on all HR functions and personnel matters. Plan, coordinate and perform a variety of professional and administrative tasks in support of the Human Resources Director and assigned areas of responsibility. Duties require a high degree of confidentiality, diplomacy and tact, and ability to work independently or jointly.

Essential Job Functions:

1. Manage recruitment and selection process (for both Civil Service and Non-civil service positions) including creating/proofing correspondence, documents, letters, reports, advertising, collating applicant packets, screening, mailing, tallying data and filing. Conduct criminal background and reference checks on employee candidates.
2. Work with departments and Human Resources Director to design recruitment strategies. Assist department supervisors in revising job descriptions and interview questions. Compose and place job advertisements and announcements.
3. Review and evaluate candidate submittals for minimum requirements, recommend suitable candidates to hiring manager. Schedule candidate interviews. Conduct criminal background and reference checks on employee candidates.
4. Conduct new employee orientations and exit interviews.
5. Perform wage and benefit surveys; complete surveys (i.e., AWC annual survey, state surveys, etc.); research classification and compensation; compile information for collective bargaining negotiations.
6. Create and manage master personnel records, including information and retention tracking. Maintain confidential personnel and medical files.
7. Manage Labor and Industries workers' compensation records and claims. Provide information to Third Party Administrator by case. Assist in preparing necessary reports including annual DOSH report. Advise City departments of claim status as needed. Process first-aid/near miss reports.
8. Administer and track FMLA Leave.
9. Coordinate training (set up location, ensure required equipment is available, prepare certificates, track employee attendance). Provide recommendations to HR Director on training needs and programs, problem areas and opportunities.
10. Monitor the timely completion of performance reviews for all City departments. Review evaluations for consistency and effectiveness.
11. Provide assistance with employee relations issues; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues. Assist HR Director in conducting workplace investigations, resolve workplace problems and prevent recurrences.
12. Review invoices on human resource expenditures for accuracy and assign proper budget numbers to accounting.
13. Establish, design and maintain office files, spreadsheets, data bases, logs and records systems. Input, retrieve, monitor, verify, transfer and purge manual and computer data/records/files/logs in accordance with archiving requirements and practices. Formulate/prepare correspondence, reports, charts and other documents from notes and draft materials. Coordinate and assist in the design of documents and records. Proofread and edit a variety of documents.
14. Update and maintain the HR department website and intranet folders (input, edit, and update information and format).
15. Complete special assignments/projects (i.e. research, writing) as required. Research and compile data from varied sources to prepare reports, job descriptions, special City departments' projects (i.e., spreadsheets, flyers, brochures). Prepare or process confidential information as required.
16. Establish and maintain effective and cooperative working relationships with co-workers, supervisors, City officials, other city departments and the general public using good judgment, tact and courtesy.
17. Respond to public inquiries in a courteous manner; provide information within area of responsibility. Direct inquiries to other department personnel as appropriate.
18. Serve as a member of internal, City-related committees (as directed).
19. Maintain absolute confidentiality and handle sensitive information appropriately.
20. May be assigned to serve Secretary / Examiner to the Civil Service Commission.

Associated Job Functions:

1. Attend and participate in professional group meetings, various workshops, continuing education meetings, seminars and conferences.
2. Perform portions of the work of higher classified positions, as assigned.
3. Perform related duties and responsibilities as required.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of multiple human resource disciplines as well as current trends and practices of public human resources administration.
- Knowledge of Federal and state employment and benefit law.
- Knowledge of Civil Service laws.
- Knowledge of HRIS in government software.
- Knowledge of record keeping methods and procedures.
- Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Skills in gathering, interpreting and presenting data clearly and concisely in reports.
- Skills in using a personal computer and a broad variety of associated software and other standard office equipment.
- Flexible and efficient time management and workload organization and prioritization skills.
- Skills in conducting research via the internet and other resources.
- Ability to quickly learn general personnel policies and procedures applicable to the City.
- Ability to be approachable and nonjudgmental when discussing employee concerns.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently in the absence of supervision.
- Ability to collect, compile and input (word process) information and data for a variety of reports.
- Ability to learn and stay apprised of new trends and innovations in the human resources field.

Working Environment and Physical Demands:

Work is performed in an office environment with some travel to other City buildings by foot or by car. Work requires reaching, twisting, turning, kneeling, bending, squatting, a normal range of hearing and visual acuity, eye/hand coordination and manipulation skills to operate a personal computer, telephone, and other equipment, as well as the ability to sit for extended periods of time and access all areas of the facility including stairs, and occasionally moving items in excess of 25 pounds.

Experience and Training Requirements:

- Bachelor's degree or equivalent in human resources, business, public administration or related field is preferred, *and*
- Minimum two (2) or more years of progressively responsible experience in human resources **and** in a local government or other public sector agency.
- Demonstrated competency in Human Resources functions as well as HRIS software.
- Excellent computer operation skills and experience with a variety of software programs including Microsoft Office applications, database programs, and internet research tools. Strong MS Excel and MS Word skills required.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and drivers abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: DE 03/10 HR
Revised: HR 5/11, HR 4/12, HR 01/14, HR 12/14

FLSA: Exempt
Salary: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.