

CITY OF MILPITAS
Established: 07/01/10
EEOC: Professional
FLSA: Exempt
Unit: Mid/Management
Confidential
Physical: 1

SENIOR HUMAN RESOURCES ANALYST

DEFINITION: Plans, coordinates, supervises and performs professional-level personnel work of a difficult and complex nature in the areas of recruitment & selection; position classification & compensation; employee benefits; workers' compensation; employee relations; training; conducts analytical studies involving all aspects of the human resources profession and perform related work as required.

SUPERVISION RECEIVED AND EXERCISED: Exercises general supervision over assigned professional, technical and administrative staff. This position will report directly to the Human Resources Director.

EXAMPLES OF DUTIES: The essential functions of this classification may include, but are not limited to, the functions below and are to subject to changes in operational necessity.

Supervises and assigns work to Human Resources department staff;

Participates in labor negotiations as required;

Attends City Council meetings related to areas of responsibility as needed;

Manages, plans, develops, conducts and monitors employee development programs including (but not limited to) workers' compensation; Occupational and Safety and Health Administration (OSHA) and other regulatory compliance; staff development, and benefits administration.

Conducts or arranges for staff training as appropriate; ensures compliance with safety regulations in accordance with the Injury and Illness Prevention Program (IIPP), corrects and reports safety concerns to Director, may serve as departments safety coordinator;

Performs required duties under the City's disaster response plan;

Conducts organizational development needs assessments and follow-up studies to determine the effectiveness of the associated training program;

Develops and distributes RFP's; solicits and evaluates proposals from consultants and City Management staff for specific training and organizational development programs;

Approves and monitors employee leaves of absence in accordance with City policy and state and federal laws; meets with employees to explain leave laws and policies;

Develops recruitment plans and participates in the preparation of written; oral; performance and other testing instruments in accordance with the City's procedures and applicable state and federal guidelines;

Assists in the development of job specifications and classification studies;

Reviews departmental policies and procedures and makes recommendations to improve effectiveness.

Provides guidance and advice to operating departments on a variety of personnel-related issues including the interpretation and application of the Personnel Rules, MOU's, policies and procedures, and other related federal employment-related laws.

Assists in the development of the department's annual budget;

Recommends and writes personnel policies and procedures; prepares staff reports and confidential findings;

Indirectly manages the workers' compensation program, the Injury Illness & Prevention Program, the City's medical benefits program and training.

Support to the Veterans Commission

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public sector Human Resource Management including recruitment & selection, classification & compensation, benefits program, workers' compensation administration, FMLA, CFRA, PDL, HIPPA, COBRA and labor relations.
- Basic research statistics as used in personnel assessment and compensation;
- Principles of supervision and performance evaluation;
- Principles of budget planning, preparation and monitoring;
- Applicable state, federal, and local employment laws, regulations and related procedures;
- Principles and practices of group and voluntary employee benefit programs including medical, dental, employee assistance programs, short and long term disability and life;
- Principles and practices of employee development programs.

Ability to:

- Develop, interpret and recommend policies and procedures related to assigned responsibilities;
- Evaluate the effectiveness of personnel systems and procedures;
- Analyze and evaluate departmental information systems including associated software and work processes;
- Evaluate problems and determine effective solutions;
- Identify and make recommendations for improvements to increase departmental effectiveness;
- Conduct studies and develop training programs bases upon needs assessment;
- Establish and maintain effective working relationships with elected officials, department managers, employees and the general public;
- Plan, organize and supervise the work of assigned staff;
- Communicate clearly and concisely, both orally and in writing; and
- Use of computers including Excel, Word, Outlook.

EDUCATION: Bachelor’s degree from an accredited college or university with major course work in human resources administration, public administration, political science, business administration or a closely related field.

EXPERIENCE: Three years of recent substantial and progressively responsible human resource experience in areas closely related to the assigned functions. Management or supervisory experience in areas listed above is highly desired.

LICENSE AND OTHER REQUIREMENTS: Must be willing to work such hours as are necessary to accomplish the job requirements; travel to attend meetings, seminars and conferences. Possession and maintenance of valid California Driver’s License is required.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment including use of a computer and the ability to work alone or with other individuals.

Approved by:

City Manager

Date

Human Resources Director

Date