

City of
EDMONDS
Washington

HUMAN RESOURCES ANALYST

Department:	Human Resources	Pay Grade:	NR-8
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Human Resources Manager

POSITION PURPOSE: Under general direction, serves as a generalist in one or more assigned human resources related services and provides general support to the Human Resources Administration reporting to the Human Resources Manager; participates in the development, implementation, and day to day administration of human resources policies, programs and projects; performs technical duties involving recruitment, selection and testing; assists with oversight of the City's benefits programs; coordinates assigned special events and human resources programs and performs other duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in the development, implementation, and day to day administration of human resources policies, programs and projects.
- Responds to inquiries regarding human resources policies, procedures and programs.
- Monitors and reviews payroll data changes involving new employees, retirements, terminations, benefit changes, etc. as they relate to personnel files and works closely with the payroll division to ensure accurate payroll processing; maintains follow-up system on personnel reports or actions.
- Administers and/or assists with the administration of the employee benefit programs including assisting the Human Resources Manager and department head with administering leave programs; provides direct assistance to employees and families with their benefit programs including enrollments, filing claims, related problems, changes and related matters.
- Monitors, coordinates and expedites claims filed by employees to ensure proper and timely payment of workers' compensation claims, life insurance, deferred compensation, MEBT activities, disability/service retirements and death benefits.
- Performs a variety of technical personnel duties involving recruitment, selection, testing and appointments.
- Works with management to review job openings, descriptions and requirements; oversees the preparation of job announcements and utilizes appropriate advertising and recruitment sources.
- Assists with and/or coordinates recruitment and selection programs including assessment centers, written/physical ability examinations and preparing interview questions as requested.
- Oversees and administers the City's random drug program for CDL holders, schedules appointments, communicates with supervisors, and maintains confidentiality.
- Serves on or coordinates interview panels as assigned; assists with screening applications; performs reference, background and/or driving checks as appropriate; schedules medical examinations and conducts new employee orientations and exit interviews.

JOB DESCRIPTION

Human Resources Analyst

- Assists the Human Resources Manager and/or reporting director with duties related to the LEOFF I Pension (Disability Board) including: processing claims, obtaining additional information for the Board related to claims, communicating with LEOFF 1 members and taking meeting minutes; schedules meetings and prepares and distributes meeting agendas.
- Assists with the preparation and processing of disability retirements as directed including findings of fact and medical verifications.
- Coordinates activities with the state retirement office; ensures proper record-keeping and reporting of occupation injuries and illness in accordance with OSHA and WISHA requirements; determines recordability of accidents; coordinates claim forms, tracks all injuries in a statistical database for quarterly reporting; computes leave in accordance with established requirements.
- Coordinates the City's Workers' Compensation program working closely with injured employees including processing of sick leave buy backs and coordinating light duty (Stay at Work) and early return to work programs. Works closely with employees on L & I issues; follows up as needed for additional information from Labor & Industry claim managers and/or medical providers as appropriate regarding claims status, light duty and return to regular work duty.
- Maintains and/or assists with department audits, maintenance of employee personnel records, confidential medical and testing records and related correspondence files; ensures proper maintenance of related files and records in accordance with State, Federal and local laws.
- Responsible for maintaining appropriate training files including the National Incident Management System (NIMS) training database and other personnel training records as assigned.
- Assists the Civil Service Secretary & Chief Examiner with Civil Service related work such as preparation for meetings, transcribing meeting minutes and maintaining related records and a follow-up system on personnel reports and/or actions.
- Coordinates various special projects and on-going programs as assigned.
- Coordinates and participates in various training sessions, workshops and classes for individuals and employee groups and may participate in or assist with various aspects related to union/labor relations activities as assigned.
- Assists with research, data collection and surveys as assigned related to compensation, benefits and related personnel programs and practices.
- Maintains and orders office supplies and forms used within the Human Resources office; processes purchase orders including accounts payables and payment requests for the department and ensures conformance with the budget.
- Supports the Human Resources Manager in clerical functions related to the MEBT Committee; processes MEBT distribution paperwork as appropriate; assists employees with the hardship withdrawal process in compliance with plan documents and IRS guidelines and accesses the IRS letter forwarding service when required.
- Maintains follow-up system on personnel reports or actions and prepares records and documents for archival storage using the WA State Records Management Guidelines; assists with tracking and purging of archive records and notices of destruction.
- Performs website design and maintenance of information for the human resources website.
- Performs other related duties as assigned

Knowledge of -

- City human resources policies and procedures including ordinances and state and federal laws related to human resources and employment practices.
- Principles and practices of public personnel administration including those related to the public sector.
- City employee benefit packages and programs, options, procedures, eligibility, claim requirements and cost structure.
- Bargaining agreements and union contracts including basic principles and practices of contract negotiation and administration.
- Technical functions and operations of a personnel office.

JOB DESCRIPTION

Human Resources Analyst

- Federal, state and local laws, rules and regulations related to assigned activities.
- Research methods, data collection and statistical analysis.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques and processes.
- Principles of customer service and public relations.
- Research methods and report presentation.
- Arithmetical computations adequate to correctly perform work.

Required Skills & Abilities in-

- Participating in the administration of Human Resources policies, programs and projects.
- Performing a variety of professional personnel duties involving recruitment, selection, testing and employee benefits.
- Providing technical information and assistance to others regarding employment policies, personnel transactions and employee benefits/programs.
- Using sound judgment.
- Operating a computer to enter data, maintain records and generate reports.
- Interpreting, applying and explaining rules, regulations, policies and procedures.
- Keeping updated on legislation changes and state and federal laws related to and affecting human resources policies and best practices.
- Planning and organizing work and meeting schedules and time lines.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Responding to inquiries or complaints from customers, staff, management and members of the general public or referring them onto the appropriate individual(s) or department(s).
- Researching and preparing general reports and project evaluations.
- Assisting with processes and procedures related to negotiating and administering contracts and agreements.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Maintaining confidentiality of sensitive information and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing, including public relations and customer service.

EDUCATION AND EXPERIENCE: Bachelor's Degree in Human Resources, Public Administration, Business Administration or related field and four years of technical level or higher human resources generalist experience in one or more functional human resources areas; preferably within a municipal or public sector environment; OR an equivalent combination of education, training and experience to sufficiently demonstrate an ability to perform the work required in the position.

LICENSES & OTHER REQUIREMENTS:

Valid Washington State driver's license.
Professional in Human Resources (PHR) certification preferred.

ENVIRONMENT:

- Office environment.
- Constant interruptions.

JOB DESCRIPTION
Human Resources Analyst

PHYSICAL ABILITIES

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer and other office equipment.
- Seeing to read a variety of materials.
- Bending at the waist, stooping, kneeling or crouching, reaching overhead, above the shoulders and horizontally, turning and twisting or otherwise positioning oneself to accomplish tasks.
- Sitting and/or standing for extended periods of time.
- Lifting or otherwise moving approximately 20-30 pounds on occasion.

HAZARDS:

- Contact with potentially verbally abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____