
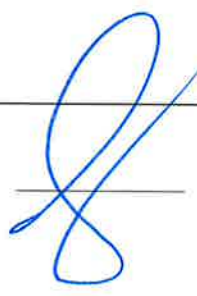



DATE SUBMITTED 12/12/18  
 SUBMITTED BY CITY MANAGER'S OFFICE  
 DATE ACTION REQUIRED 12/19/18

COUNCIL ACTION (x)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS (  )

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: <b>DISCUSSION/ACTION: HUMAN RESOURCES POSITION</b> 1. RECLASSIFICATION OF HUMAN RESOURCES DIRECTOR POSITION TO HUMAN RESOURCES ANALYST	
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE	
BACKGROUND/SUMMARY: In an effort to better service City residents and consolidate resources the City is proposing to reclassify the current Human Resources Director position to a Human Resource Analyst. The HR Analyst will be a part of the City Manager's Office and report directly to the City Manager. The HR Analyst is an FLSA Exempt position that would continue to be a member of the MSPC Group, a recognized bargaining unit by the City of Imperial. The position would be placed on the MSPC Salary Schedule at Range 78.	
FISCAL IMPACT: N/A Savings of \$72,000.00 per FY	FINANCE INITIALS 
STAFF RECOMMENDATION: n/a	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION: It is the City Manager's recommendation to approve the reclassification of the HR position.	CITY MANAGER'S INITIALS 
MOTION:  SECONDED: _____ APPROVED ( ) REJECTED ( ) AYES: _____ DISAPPROVED ( ) DEFERRED ( ) NAYES: _____ ABSENT: _____ REFERRED TO: _____	

# CITY OF IMPERIAL

## JOB DESCRIPTION

### HUMAN RESOURCES ANALYST

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#### **DEFINITION:**

Under the direction of the City Manager, perform a wide variety of complex, specialized and professional human resources functions involved in the coordination, analysis and administration of recruitment, testing, selection, compensation and related activities; provide human resources consultation and technical assistance to management, personnel and prospective employees; maintain confidentiality of sensitive and privileged information.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of complex, specialized and professional human resources functions involved in the coordination, analysis and administration of personnel programs including recruitment, examination, selection, classification and compensation; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Coordinate recruitment processes involving advertising vacant positions, testing, interviewing, and selecting new employees; prepare job announcements and place advertisements in various media; forward announcements and related correspondence to other departments, agencies and identified members of the public.
- Oversee and participate in the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and analyze background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate.
- Assist employees in the activation of a variety of voluntary deductions; distribute required paperwork; process voluntary deductions, garnishments and various other transactions for payroll adjustments; assist employees with the proper completion of various forms and applications.
- Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, deductions, vacation and sick leave, deferred compensation, benefits and other employee information; generate computerized queries and spreadsheets as requested; assure accuracy of input and output data.
- Organize and coordinate operations and activities related to City employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing, renewals, open enrollment, benefit changes and fund disbursement activities; provide consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.
- Troubleshoot and resolve employee issues and concerns regarding human resources activities, research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee payroll and benefit plans, policies, procedures and related information.
- Assist with a variety of technical duties in the area of Risk Management; monitor and coordinate Workers' Compensation and disability claims as directed by the City Manager.
- Assist in developing and preparing the annual preliminary budget for the Human Resources division including salary and benefit projections; review and evaluate budgetary and financial data; monitor expenditures in accordance with established limitations; calculate, monitor and assure accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements; perform accounts receivable duties and code invoices for payment; interface with the City's General Ledger and other accounting systems; audit financial records to assure accuracy and completeness.
- Provide technical information and assistance to various City management personnel regarding human resources operations, payroll, benefit administration.

- Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation and assigned personnel functions.
- Prepare formal notices for employees regarding personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, handbooks and other materials.
- Research, compile, verify data; provide a variety of information for reports, special projects, interviews, employee orientations and other personnel-related functions.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Communicate with City personnel, vendors, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Coordinate the City's Wellness program; lead Wellness teams and activities, promote wellness and positive employee morale and wellness challenges.
- Attend and participate in a variety of meetings and in-services as assigned; plan and conduct new employee orientations, workshops and meetings as required; assist with enrollment workshops for City staff.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

**Education and Experience:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- College-level coursework in human resources, business administration or related field.
- Four years increasingly responsible experience in human resources including work with recruitment, administration and staff relation functions.

#### **Licenses and other Requirements:**

- Valid California Class C driver's license.

#### **Knowledge of:**

- Principles, practices, methods and terminology used in Human Resources administration, including job analysis, selection, recruitment, classification, compensation, FMLA, CFRA and SDI.
- Current laws, codes, governmental guidelines, regulations and rules related to assigned personnel functions.
- Tax reporting, tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Methods, practices, terminology, policies and procedures used in benefits administration including HIPPA, COBRA, ACA, PERS.
- Record-keeping and report preparation techniques.
- Principles and practices of training.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical calculations.
- Research methods.

#### **Ability to:**

- Oversee and coordinate a variety of complex, specialized and professional human resources and payroll functions involved in the analysis and administration of personnel programs including recruitment, examination, selection, classification, compensation and specialty areas such as affirmative action and fringe benefit administration.
- Plan and conduct classification, job analysis, salary and other personnel studies as directed.
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
- Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

- Monitor, audit, process, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Coordinate and administer pre-employment examinations.
- Screen and process employment applications and other personnel-related documents.
- Coordinate and participate in the interviewing and selection of applicants.
- Maintain confidentiality of sensitive and privileged information.
- Train and provide work direction to City personnel as required.
- Operate a variety of office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Meet schedules and timelines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Office environment.
- Evening or variable work hours.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Reaching overhead and above shoulders to access materials.
- Lifting, carrying, pushing or pulling light objects.
- Bending, kneeling or crouching to reach files and materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

#### **Hazards:**

- Dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

