

CITY OF LOMA LINDA

HUMAN RESOURCES AND RISK MANAGEMENT ANALYST

DEFINITION

Under general supervision of the City Manager, or designee, performs technical and administrative support work in various areas of human resources management and risk management, including recruitment; selection; classification; training and development; meet and confer; position studies and surveys; worker's compensation claims; public inquiries; may also serve as Deputy City Clerk and provide assistance to the City Clerk's office; and performs other duties as may be assigned.

CLASS CHARACTERISTICS

The Human Resources Analyst is a single class position primarily dedicated to performing specialized technical tasks related to human resources management. The class is distinguished from other classifications by the requirements of: independent performance of tasks, observance of confidentiality of records, basic knowledge of human resources related legislation, worker's compensation law and Personnel Rules. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Typical contacts at this level are with vendors, office professionals, i.e. attorneys, developers, contractors, public action groups, the media or representatives of professional organizations, City Council Members, as well as City staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Responds to inquiries regarding the personnel and recruitment process and explains City employment policies and procedures.
2. Administers the recruitment processes, composing job flyers, advertising, examinations, scheduling, applicant notification, pre-placement physicals, and hiring.
3. Benefits administration - enrollment and maintenance.
4. Provides new hire orientation.
5. Conducts salary and position classification surveys, solicits employment practice information from outside agencies and responds to requests from other agencies.
6. Responds to requests for verifications of employment and reference requests.
7. Places and maintains human resources website postings as legally required.
8. Oversees the workers compensation program and coordinates with the City's third party adjustor; may also assist with the balance of the City's risk management processes.
9. Attends conferences and meetings related to the practice of human resources management and/or risk management.
10. Maintains and updates personnel files and documents.
11. Tabulates and/or summarizes human resources related data for required state and federal reporting.
12. Coordinates and administers employee performance appraisal system.
13. Assists with the Meet and Confer process.
14. Provides general and technical assistance to the City Clerk, i.e. agenda preparation, public records request responses, certificates of insurance, taking minutes when necessary, routine filing and correspondence.

15. Identify potential areas of risk then propose methods and solutions to mitigate and/or reduce those risks.
16. Monitoring, assessing and evaluating the implementation of risk reducing strategies.
17. Presenting reports and recommendations regarding positive and negative aspects of proposed risk management and human resource managements solutions and programs.
18. Other such duties as may be assigned.

QUALIFICATIONS GUIDELINES

EDUCATION AND/OR EXPERIENCE

Bachelor's degree is required, Human resources certification is preferred. 3-5 years of HR/Risk Management experience, previous municipal experience is highly desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of personnel administration, including recruitment, classification, compensation and benefits administration; Federal, State, and local laws, rules, codes and ordinances regarding personnel administration; data collection and research techniques and methods; use typical office equipment.

Ability to recognize the confidentiality of personnel records and employment circumstances; communicate effectively and harmoniously with fellow employees and the public at large; perform independent, responsible technical work; interpret, explain and apply laws, codes and policies applying to personnel practices; effectively resolve employee complaints; compose routine correspondence; meet task completion deadlines.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class 'C' California driver license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment, including drug screening.

WORKING CONDITIONS

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.