



City of Klamath Falls	Position Description
Position: Human Resources Analyst	Group: Non-represented
Department/Div.: Support Services/Human Resources	FLSA: Exempt
Evaluated by: Support Services Director	Salary Grade: 121

**Summary**

Performs professional human resources services in the areas of recruitment and selection, employee communications and engagement, job classification and compensation, employee benefits, Human Resources Information Systems, and personnel status transactions. Coordinates human resources activities with all City departments and divisions.

**Distinguishing Career Features**

The Human Resources Analyst represents the third level in a series of human resources positions within a technical and professional career path. Advancement to Human Resources Analyst is based on need, qualifications, and the ability to be a subject matter leader in one or more programs that have a City-wide span, such as, recruitment and selection, employee transactions and status changes, labor contract language, classification and compensation, benefits, and employee engagement programs.

**Essential Duties and Responsibilities**

- Serves as a subject leader and mentor for the Human Resources Technician and Assistant positions on the most current trends governing proactive recruitment and employment. Researches and applies the most current trends in outreaching to sources and individuals about job/employment opportunities.
- Provides up-to-date information on hiring requirements, job designs, interview and testing processes, and facilitation of recruitment activities.
- Receives, verifies, and follows up on recruiting/staffing requests by initiating internal and external recruiting activities. Posts and advertises job announcements.
- Implements special and targeted recruitment processes to locate and attract specific subject skills or demographics.
- Serves as a subject matter specialist in applying the job classification and compensation system for the design and placement of new positions and realignment of existing positions.
- Administers the City’s worker’s compensation program.

- Facilitates staff training and development. Facilitates and presents modules for new employee orientation, skills, leadership, and employee engagement training. Monitors and documents outside training taken by employees.
- Conducts site visits to the locations and departments served. Facilitates periodic meetings with staff. Conveys new programs, policies, procedures, and services of the division. Facilitates processes for brainstorming, solving problems, and in-services/training.
- Conducts and/or facilitates new employee orientations. Oversees and assembles new employee information and packets, and completion of forms supporting benefit choices and initiating the employee record.
- Assists the Assistant City Manager with coaching, investigating, and recommending solutions to human resource problems which may involve conflict and dispute resolution, contract interpretations, or referral to higher authority.
- Conducts salary surveys and researches employment trends, legislative actions, and other information that may influence human resources programs, collective bargaining, and administration of labor contracts.
- Interprets policies and procedures.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, and procedures associated with human resources management in public service environments. Requires a working knowledge of common provisions of employee benefit plans. Requires in depth knowledge of personnel policies, rules and regulations. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires a working knowledge of the laws, regulations, and policies governing human resources, including those for public safety. Requires knowledge of the FLSA, ADA, OFLA, and FMLA. Requires well-developed knowledge of English language, punctuation, syntax, and grammar to prepare professional correspondence. Requires sufficient math skills to perform standard business math and statistical calculations. Requires well-developed human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate training and discussions in individual and small group settings. Requires special skill at facilitating small group processes for resolving problems with quantitative and qualitative dimensions and optimizing actions with diverse groups of staff.

- **Abilities**

Requires the ability to carry out the objectives and duties of the position. Requires the ability to analyze problems, prepare reports, and develop recommendations on personnel actions that are equitable and in the best interest of the City. Requires the ability to perform research, analysis, and reconcile complex information. Requires the ability to

learn, apply, and interpret City policies, procedures, and rules pertaining to human resources. Requires the ability to conduct training and facilitate group processes in formal settings. Requires the ability to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize, and prioritize work processes in a high-volume environment in order to meet schedules and timelines. Requires the ability to communicate technical information, conduct interviews and training, and interact with a wide variety of groups and individuals inside and outside the organization.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various office and division locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person to one-on-one and group settings and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer and keyboard at an acceptable rate and operate office equipment.

- **Education and Experience**

The position typically requires a bachelor's degree in business, human resources, psychology, education or related discipline and a minimum of four years of experience in a human resources function. Additional progressively responsible human resources experience may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid Oregon driver's license.

- **Working Conditions**

Work is performed indoors in an office environment with minimal health and safety considerations.

- **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and a criminal background.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.