

CITY OF BEAVERTON

Human Resources Analyst

General Summary

Plan, organize and manage Human Resources functional activities related to the maintenance and operation of the City's HR/Payroll system and/or the City's job classification and compensation system. Provide analytical, technical, and administrative support to the Human Resources Director and Human Resources Business Partners.

Key Distinguishing Duty

Manage the Human Resources Information System (HRIS); provide job classification and compensation analysis.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Analyze Human Resources systems needs and identify methods to manage information with greater efficiency and reliability. Work with Human Resources staff to develop systems solutions and solicit input on systems issues. Develop ad hoc and standard automated reporting tools.
2. Analyze positions for proper job classification and salary grade assignment. Prepare new or revise existing classification specifications as appropriate; Conduct other classification and compensation studies or analyses as assigned, including for collective bargaining.
3. Research and respond to classification and compensation inquiries from other jurisdictions. Participate in external salary surveys; analyze survey results and make recommendations as appropriate. Update City's internal and external classification and compensation data with revised Human Resources related material and information. Prepare spreadsheets and reports that reflect compensation and classification information.
4. Manage the Human Resources role when new systems are implemented or current systems are modified. Design and test processes. Troubleshoot problems and document changes.
5. Administer employee claims for leave under the Federal and Oregon Family Medical Leave laws (FMLA/OFLA). Provide guidance and consultation to supervisors and employees on provisions and requirements of FMLA/OFLA. Ensure claim packets are sent to employees who may qualify. Evaluate submitted claim packets and approve or deny requests. Track FMLA/OFLA usage and entitlement.
6. Work with Human Resources, Accounting and Information Systems staff to identify and analyze internal procedures to facilitate the automation of accurate and efficient maintenance of employee records. Coordinate efforts to determine effect of compensation,

contract or policy changes and the development and implementation of the best systems solution.

7. Serve as administrator of the HRIS network. Maintain the position control system. Assist in administration of HRIS network through set-up and deletion of users and maintenance of user security. Assist in HRIS design and system development. Verify data integrity through periodic audits of information. Ensure data accuracy and reliability. Provide network users with training and technical support,
8. Serve as department liaison to Information Systems, Accounting and the Web Manager regarding HR/Payroll issues.
9. Collaborate with HR Business Partners and/or the Risk and Safety Officer on issues related to reasonable accommodation under the Americans with Disabilities Act, particularly as it relates to FMLA/OFLA.
10. Serve as project leader on various HR projects and employee events.
11. Respond to a variety of requests for information from Human Resources staff, City management and employees and external agencies.
12. Research, compile, analyze and summarize information to develop technical reports that include statistical analysis, charts and graphs.
13. Provide formal training and ongoing technical assistance in the use of reporting and querying tools to HR staff, City management and employees.
14. Design and maintain databases for Human Resources programs not included in the HR/Payroll system.
15. Provide complex budget assistance to the Human Resources Director. Compile and monitor the departmental budget. Track spending and provide reports.
16. Review and process personnel actions including compensation, classification and account number changes.
17. Participate in department/division/section operational processes including procedure development and implementation.
18. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
19. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
20. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
21. Participate in the City Emergency Management program including classes, training sessions and emergency events.

22. Follow standards as outlined in the Employee Handbook.
23. Produce an acceptable quantity and quality of work that is completed within established timelines.
24. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Advanced knowledge of practices and principles of HRIS administration.
- ◆ Advanced knowledge of database development and query, form and report development.
- ◆ Advanced knowledge of practices and principles of job classification and compensation.
- ◆ Advanced knowledge of federal and state laws and regulations governing compensation, including but not limited to wage and hour laws and the Fair Labor Standards Act (FLSA).
- ◆ Advanced knowledge of federal and state employee leave laws, including the Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA).
- ◆ Advanced knowledge of arithmetic and mathematics principles.
- ◆ Working knowledge of Equal Employment Opportunity laws, including the Americans with Disabilities Act (ADA) and subsequent amendments.
- ◆ Working knowledge of Human Resources management practices.
- ◆ Working knowledge of payroll practices, laws and regulations.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of budgeting practices and principles.
- ◆ Knowledge of strategic planning methods.

Skills/Abilities Required for Entry

- ◆ Expert ability to use word processing, spreadsheet and database programs or other application software as required for position.
- ◆ Advanced ability to develop and maintain databases.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced skill in standard English grammar, spelling and usage.
- ◆ Strong ability to compile information, conduct research, analyze results and make recommendations.
- ◆ Strong ability to analyze internal Human Resources related procedures and processes to facilitate efficiencies and automation.
- ◆ Strong ability to compile, monitor and track budget information.
- ◆ Strong ability to manage and implement projects.
- ◆ Strong ability to interpret policies and procedures.

- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor’s degree in Human Resources, business or public administration, information systems or a related field and 4 years’ experience in Human Resources or a related field; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements. weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Created: 4/2005
 Revised 11/2007
 Revised: 1/2009
 Revised: 7/2011

Status: M3
 FLSA: Non-exempt

 Department Head Signature

 Human Resources Signature

 Date

 Date