

City of Fort Worth, Texas Job Description

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| Classification Title | Senior Human Resources Analyst | | |
| Job Code: | PR2400 | Job Family: | Professional |
| Pay Grade: | 610 | Date Reviewed: | 06/22/15 |
| FLSA Status: | Exempt | Date Revised: | |

GENERAL SUMMARY

Performs complex work in a variety of professional, technical and analytical human resources functions, including recruitment, information systems/records, classification and compensation, civil service, employee and labor relations, benefits administration, occupational health and safety, etc.; and performs a variety of professional and analytical tasks in support of assigned area of responsibility in the Human Resources Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Develops and evaluates applicant testing examinations; develops and implements customized training programs; and provides employee and labor relations conflict resolution.
2. Oversees human resources analyses and program development involving compensation and classification issues, recruitment and selection strategies, training or organizational development issues; and responds to and resolves department concerns.
3. Advises and assists departments on recruitment requests; and tailors recruitment strategies to specific needs.
4. Coordinates testing activities and the interview process; prepares and reviews written tests; prepares guidance documents and manuals for implementing testing/selection procedures; develops interview questions, training and experience guidelines and performance and assessment tests; coordinates interview process; and compiles test results.
5. Develops Civil Service entry and promotional examinations in accordance with State Civil Service Law.
6. Develops and updates job descriptions; recommends compensation adjustments; and coordinates with appropriate department regarding salary and other budgetary concerns.

7. Researches current trends and practices pertaining to labor relations; and analyzes legislation, arbitration decisions and labor contracts to determine the potential impact on the city and its labor relations program.
8. Conducts salary and benefit surveys; determines scope of survey; collects and analyzes data; and makes written recommendations on results.
9. Compiles and analyzes statistical data on compensation, classification, benefits, recruitment and other human resources program areas; and prepares a variety of reports.
10. Acts as a resource for specialized training programs; determines department needs; develops training materials; and conducts training session or workshop.
11. Acts as project leader on large human resources studies; lead, plan and review the work of assigned project staff; and interacts with client departments to define problems and reach appropriate solutions.
12. Interprets human resources policies and procedures; and responds to requests for information and assistance from employees, management, outside agencies and the public.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of human resource management and administration.
 - Methods and techniques of research, data collection and analysis.
 - Principles and practices of labor relations.
 - Methods and techniques of recruitment, selection and interviewing.
 - Methods and techniques of developing testing programs, interview questions and selection criteria and guidelines.
 - Principles, practices, methods and techniques of job evaluation and analysis.
 - Principles and practices of compensation and benefits programs.
 - Principles of advanced report writing.
 - Principles and procedures of financial record keeping and reporting.
 - Office equipment including computer and supporting word processing and spreadsheet applications.
 - Operational characteristics of human resources information systems.
 - Principles and practices of municipal budget preparation and administration.
 - Methods and techniques of needs assessment to develop and conduct specialized training programs.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Research and analysis.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Undertake human resources program activities including recruitment and selection, job evaluation and classification, compensation and benefits, employee relations and training.
- Interpret and apply City policies, procedures, rules and regulations.
- Interpret and apply methods and techniques of implementing human resources programs.
- Gather, organize and analyze complex statistical data.
- Develop training materials and conduct training programs.
- Develop Civil Service promotional examinations.
- Develop, administer and evaluate written tests for city recruitment purposes.
- Develop interview questions and recruitment guidelines for city departments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and propose recommendations in support of department goals.
- Operate human resources information system utilized by the City.
- Communicate clearly and concisely, both orally and in writing.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration or a related field and three years of increasingly responsible professional human resources experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.