



City of Tempe

SENIOR HUMAN RESOURCES ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	365	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$70,686
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$95,427
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

This is the advanced-level professional class within the Human Resources Analyst series. Employees within this class are distinguished from the Human Resources Analyst by the performance of the full range of generalist duties, as well as overseeing processes and programs with the assistance of an HR Analyst and/or other support staff. Sr. HR Analyst receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures policies and practices within Human Resources and as appropriate within assigned departments.

REPORTING RELATIONSHIPS

Receives general direction from a Human Resources Manager.

May directly supervise and/or provide functional and technical direction to support staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of professional level human resources experience.
<i>Education:</i>	Requires a bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public administration, business administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Professional Human Resources certification is preferred but not required, such as: <ul style="list-style-type: none"> • PHR (Professional in Human Resources) • SPHR (Senior Professional in Human Resources) • IPMA-CP (Certified Professional in Human Resources) • CCP (Certified Compensation Professional) • CBP (Certified Benefits Professional) • CEBS (Certified Employee Benefits Specialist)

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the City's Human Resources programs, including policy development and employee relations, and to provide information and assistance to executive, management, supervisory and non-supervisory City staff and the public

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide counsel, direction, and information to executives, management, supervisors, and employees pertaining to recruitment, selection; performance management; classification and compensation; employee relations; and/or employee benefits; serve as the primary Human Resources contact for assigned department(s).
- Recommend and implement goals and objectives for special programs, projects and systems; participate in HR's and in assigned department(s) short and long-term planning; establish schedules and methods for program operations; make recommendations on policy issues and implement new policies and procedures.
- Present for approval budgetary transfers as required and monitor and control expenditures; advise managers and other administrative personnel on budget issues, prepare cost estimates for budget recommendations if required; be familiar with City budgeting practices and procedures.
- Assist in the development of technology solutions for employment services, employee benefits and other human resources processes; review, analyze, and manage HRIS data relating to areas of assignment.
- Participate in the selection of HR staff; provide functional / technical direction or may directly supervise assigned staff; coach and mentor staff, and as needed, to correct deficiencies and/or implement discipline procedures.
- Develop curriculum and conduct training sessions for City employees on various human resources topics, such as personnel rules; benefits and programs; benefits open enrollment; MOU agreements; performance planning.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to Employment Services:

- Plan, develop, implement, and manage programs and processes related to recruitment, testing, selection, classification, compensation, employee development, training, performance planning, and/or performance management.
- Interpret personnel policies and procedures, human resource guidelines, and MOU's; respond to requests for information and assistance from executives, management, supervisors, employees, employee group representatives, outside agencies, and the public.
- Act as primary point of contact for complex personnel issues within an assigned department; investigate work-related employee complaints and concerns; write formal reports on investigation findings, determinations, and recommendations. Investigate, analyze, and respond to formal grievances, and work with the City Attorney's Office in responding to discrimination charges from EEOC and/or the Arizona Civil Rights Division.

When assigned to Employee Benefits:

- Analyze, monitor and manage benefit programs; make recommendations for changes; research, develop, and manage benefit program implementation including Open Enrollment, RFP processes, project timelines, HRIS integration, and participant communication.
- Provide lead support with benefit vendors/contracts and review vendor performance to ensure compliance to contract provisions; understand and interpret plan documents and contracts; monitor changes to federal and state law to ensure compliance and analyze and oversee any necessary processes to address legislative changes that impact and City processes, programs or benefits.
- Analyze and interpret complex financial data and other aspects of benefit plans and proposals in order to monitor operational efficiency and recommend alternatives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Reviewed October 1995</i> <i>Revised April 2001</i> <i>Revised October 2003 (Reclassification)</i> <i>Revised May 2007 (Update MQ)</i> <i>Revised October 2011 (Update duties and MQs)</i> <i>Revised February 2013 (update duties)</i> <i>Revised January 2014 (update duties and MQs)</i> <i>Revised October 2017 (update purpose statement, distinguishing characteristics, job duties & responsibilities, and remove flexible classification status)</i></p>