

# City of Coalinga

155 W. Durian

Coalinga, CA 93210

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## ***Human Resources Analyst (Confidential)***

***Pay Class: 31 Basic***

***FLSA Non-Exempt***

### **DEFINITION**

Under limited supervision of the Human Resources Director, performs a wide-variety of personnel tasks including all aspects of recruitment; interprets and explains employment laws, policies, contracts and procedures; administers and monitors employee benefits, various leaves, workers' compensation; conducts surveys and research; serves as a liaison between management and employees; participates in various committees; assists in preparing and monitoring the operating budget; prepares and processes payroll and other duties as assigned. This position is designated "confidential" due to access to/knowledge of the employee's personnel/pay/medical files and labor/employee relations.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans and implements recruitment and selection processes; plans and develops recruitment strategies; prepares job announcements and descriptions; reviews applications for qualifications and completeness; proctors and verifies examinations; establishes and maintains eligibility lists; compiles interview questions; schedules interview panels; participates in interviews and advises panel members on selection criteria; conducts reference checks; schedules psychological and physical exam; and makes job offers.
- Advises departments on personnel issues based on rules and regulations related to the City of Coalinga's policies and procedures, Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Age Discrimination in Employment Act, and other employment-related laws and statutes.
- Maintains current group insurance records; provides benefit information and brochures to employees. Conducts annual open enrollment for health and welfare benefits; enrolls and disenrolls employees and dependents; prepares and mails correspondence to employees regarding health benefits and premiums changes; prepares monthly reports of group health enrollments, issues COBRA notices; assists with researching and resolving group insurance complaints/problems.
- Processes, updates and monitors workers' compensations claims; prepares workers' compensation reports; prepares annual report of industrial injuries; works with workers' compensation plan administrator in tracking workers' compensation leaves, and modified work assignments; provides case management report to Human Resources Manager on status and progress of open claims.
- Processes long-term paid and unpaid leaves; prepares related correspondence and oversees related

records, including family medical and disability leave, and COBRA notification.

- Interprets and consults with management and employees on personnel policies and procedures, Memorandum of Understanding (MOU), and other documents.
- Conducts compensation, job classification, and special studies relating to the development and implementation of personnel procedures and policies for citywide programs; gathers data and other pertinent information; presents findings; prepares or revises job specifications, spreadsheets and written reports.
- Updates and maintains employee files to document personnel actions, provides information to payroll and other sources; records, tracks and processes employee information such as personal data, new hires compensation, benefits, performance evaluations, transfers, terminations and workers' compensation; assists in the development and maintenance of information tracking systems.
- Orders and maintains manuals; updates resource materials.
- Operates computer using various software programs to produce reports, letters, documents and to log and track information.
- Assists in recommending, preparing and monitoring the operating budget; codes and processes invoices for payment.
- Researches and responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Addresses employee concerns and conducts investigations; prepares reports with findings, and consults with department managers on the matter.
- Independently responds to letters and general correspondence of a routine matter.
- Serves as lead worker to other Human Resources Department staff.
- Prepares and processes payroll; pays vendors and completes and files tax and compensation records.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.*

**Education:** A degree from an accredited college with major course work in public or business administration, human resources, or a closely related field and completion of seminars and workshops in benefits, administration, labor laws, and risk management.

**Experience:** Two (2) years of high-level administrative and analytic experience in the field of Human Resources; or any combination equivalent to experience/training/education that provides the required knowledge, skills and ability.

**Licenses:** Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs. Commissioned in California as a Notary Public.

***NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks of the position.***

**Knowledge of:** Principles and practices of human resources administration; employment laws and regulations governing public sector human resources administration; principles of testing and test development, general mathematics, including basic statistical concepts; correct use of English grammar, spelling and punctuation.

**Skill and Ability to:** Perform a variety of highly specialized and responsible personnel work; accurately record and process important employment and labor relations data and maintain strict confidentiality; effectively prioritize and manage time; keep organized; meet deadlines; multi-task with speed and accuracy; follow direction; be flexible, creative and follow-through with constructive ideas; exercise independent thinking within the limits of policies, standards, and precedents; understand, interpret, explain and apply policies, procedures, and regulations; be detail oriented; read employment law publications, policies, contracts, and directives; write personnel policies, procedures, recruiting brochures, flyers, correspondence; use computers and various software programs, including PowerPoint, Publisher, and developing and maintaining complex database and spreadsheets; type at an adequate speed to perform job duties; and work effectively with frequent interruptions and under stressful circumstances; maintain unquestionable integrity; and have excellent attendance and be punctual.

## **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

## **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing

Approved by:  9/28/22  
Marissa Trejo, City Manager Date