CITY OF CAMARILLO

Human Resources Analyst	Job Code: 131 FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a variety of professional level administrative, technical, and analytical duties in support of the City's human resources and risk management functions including benefits administration, safety programs, and related functions; and provides information and assistance to City employees and the general public regarding human resources activities, policies, and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administers the City's safety program; coordinates the development and distribution of safety policies and procedures; leads safety committee activities; ensures safety training has been conducted and coordinates City-wide safety training as needed; oversees the auditing of City safety programs to evaluate compliance with Cal-OSHA requirements; assists in reviewing new chemicals and/or equipment as required; maintains related records; reports safety compliance status and other safety related issues to City management; serves as liaison with safety consultant and City staff.

2. Administers the City's employee benefits program; coordinates open enrollment process; assists employees with benefits questions or problems; provides notices as required under COBRA; assists retirees with questions regarding health, dental, and/or vision insurance issues.

3. Administers and monitors the City's workers' compensation program; coordinates claims between third party administrator and employees; serves as liaison with City staff and third party administrator; reviews loss run reports; prepares reports on claim status; maintains OSHA logs; assists employees with program questions and/or problems.

4. Administers and monitors the City's General Liability Insurance program; coordinates claims between third party administrator and claimants; assists citizens in claim reporting procedures; serves as liaison with City staff, claims adjusters and investigators, and insurance agents in the disposition of claims; prepares reports on claim status; provides input on claim resolution; reviews loss run reports; coordinates biannual risk management evaluation with CJPIA consultants and follows-up on any recommendations made; requests evidence of coverage letters for City events; reviews insurance certificates and endorsements as required for contract compliance.

5. Administers various insurance programs including all-risk property, environmental liability, special events, and commercial crime; coordinates the renewal of all insurance programs; maintains property and vehicle insurance schedules; assists with vehicle registrations; processes special event insurance certificates and submits related reports; submits insurance claims and ensures resolution of submitted claims; serves as liaison with City staff, third party administrator, claims adjusters, and insurance agencies; processes notary public insurance coverage for City staff.

6. Conducts and implements classification, reclassification, and organizational studies; evaluates and determines appropriate classifications and structures; prepares written reports and recommendations; develops new and revises existing classification specifications.

7. Participates in conducting wage, salary and benefit studies and surveys; compiles data and prepares written reports including recommendations for action; responds to inquiries from outside agencies regarding benefit and salary information.

8. Coordinates training opportunities for employees with outside vendors; prepares and conducts in-house training presentations.

9. Coordinates commercial driver license program; ensures appropriate personnel are enrolled in Department of Transportation (DOT) random pool; completes random tests as directed by DOT Program Coordinator; follows up on diluted specimen and positive test results; services as liaison with California Highway Patrol for biannual Inspection of Terminals; follows-up on recommendations submitted during BIT inspection.

10. Assists in the administration of various human resources programs; ensures compliance with various notification requirements; maintains human resources database and related files.

11. Provides support to various personnel management programs and functions; assists in the recruitment process; conducts new hire orientations.

12. Conducts various special projects and performs various functions in support of the City's Human Resources Office; prepares staff reports and other documents; assists with various special events; assists in budget development and administration.

13. Conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of human resource issues and topics; makes oral presentations as required; updates and revises written directives, rules, and regulations and various handbooks as appropriate.

14. Participates in the resolution of personnel related issues including those related to employee performance, discipline, and grievance processes; interprets Personnel Rules and Regulations, Statements of Understanding, administrative policy and procedures, and other related regulations.

15. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources administration.

17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a human resources program.

Principles, practices, and procedures of public human resources administration including in the areas of recruitment and selection, compensation and classification, pay and benefits administration, retirement, training, and labor relations.

Principles, practices, and procedures of public risk management administration including in the areas of safety program administration, workers' compensation, and municipal general liability program administration.
Project management principles and practices.
Resources to sustain current understanding of modern trends and legal issues in the field of human resources management.
Methods and techniques of research and analysis of personnel administrative and statistical data.
Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
Principles and practices of contract negotiation, preparation, and monitoring.
Basic principles and practices of budget preparation and administration.
Principles and procedures of record keeping.
Business letter writing and report preparation.
Customer service and public relations methods and techniques.
Office procedures, methods, and equipment including computers and applicable software applications.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Performs professional level administrative, technical, and analytical duties in support of the City's human resources and risk management administration functions
Make independent decisions.
Research, collect, compile, and analyze information and data.
Understand and analyze statistical information.
Make complete and accurate analyses, reports, and recommendations in a variety of personnel areas.
Work tactfully with and win confidence and cooperation of other departmental personnel, the public, and outside agencies and organizations.
Understand and assess needs and strengths of others.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Prepare clear, concise, oral and written reports both narrative and statistical.
Formulate and conduct presentations to employees, supervisors, and department managers.
Monitor contracts and agreements.
Plan and organize work to meet changing priorities and deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Utilize public relations techniques in responding to inquiries and complaints.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

Experience:

Three years of increasingly responsible professional human resources program support experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment with some travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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Johnson & Associates