City of Tempe

HUMAN RESOURCES ANALYST

JOB CLASSIFICATION INFORMATION

Job Code:	302	*Department:*	Human Resources
Supervision Level:	Non-Supervisor	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	HR Technician II+
Safety Sensitive / Drug Screen:	No	*Physical:*	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS

Receives general direction from a Human Resources Manager or from other management staff.

May provide functional and technical direction to support staff.

MINIMUM QUALIFICATIONS

Experience:	Two (2) years of human resources experience.
Education:	Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration, business administration, or a degree related to the core functions of this position.
License / Certification:	Professional Human Resources certification is preferred, such as:

- 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 professional, technical and analytical work involved in the implementation of the City's Human Resources programs, including recruitment, testing and selection; classification and compensation; program and policy development; employee relations, employee benefits and/or assigned special projects; and to provide information and assistance to 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.

- Coordinate and work with human resources programs, such as recruitment/selection, compensation, employee benefits, retirement, leave management, HRIS support, etc.
- Responsible for program compliance with current Personnel Rules and MOU's; review and recommend changes to programs and/or policies as needed. Maintain proper supporting documentation; monitor and address any compliance requirements.
- Review, analyze, and manage HRIS data relating to areas of assignment including active involvement with HRIS system integration of any related modules; assist in the development of technology solutions for program processes.
- Provide information and process direction to management, supervisors, and employees pertaining to area(s) of assignment.
- Develop curriculum and/or plan, organize and conduct training sessions for City employees on various human resources topics.
- Work on various Human Resources related projects or assignments; providing information and assistance to internal and external customers.
- Perform related duties as assigned.

When assigned to Employee Benefits:

- Create and coordinate communication of benefit program provisions, through the HR website, new hire orientations, printed materials and other channels.
- Respond to questions, concerns and inquiries from a variety of parties including management, employees, retirees, dependents, providers, and vendors; resolve problems involving benefit program provisions, discrepancies, and contracts; gather and compile survey data results.
- Track and record as necessary any benefit program expenses and reconcile any related payments, premiums, transfers or other related financial transactions.

When assigned to Employment Services:

- Provide assistance with personnel issues; such as participating in investigations, analyzing and recommending solutions to resolve basic employee concerns and issues.
- Plan and implement recruitment and selection programs; oversee the establishment, preparation and maintenance of eligibility lists; advise panel members on the selection criteria; and respond to appeals over qualifications and hiring decisions; ensure compliance with related federal, state, and local regulations.
- Assists with job evaluation including job classification audits, compensation surveys, market studies, preparing and revising job descriptions.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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
For more information about the City of Tempe's competencies for all classifications: City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective November 1988
Reviewed October 1995
Revised April 2001
Revised October 2003 (Reclassification)
Revised May 2007 (Update MQ)
Revised October 2011 (Update duties and MQs)
Revised February 2013 (Update duties)
Revised January 2014 (Update duties and MQs)
Revised October 2017 (Update purpose statement, duties and MQs., removed flex status, incorporated "Program Coordinator" classification)
Revise June 2023 (Update duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Human Resources Analyst	Job Code: 302

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time
ENDURANCE				
Sit				X
Stationary / Stand		X		
Move / Traverse		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Fumes	X			
Computer Software				X
Chemicals	X			

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	N/A
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use	X	
Climb Stairs / Ladders		X
Neck Range of Motion		X
Traverse Uneven Surface		X
Traverse Even Surface	X	

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ADDITIONAL CONSIDERATIONS:

- May require working extended hours.

- May work alone for extended periods of time.

- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES

Machinery: bucket truck, riding mowers, backhoe etc.

Electrical: wiring, outlets, fuses etc.

Power Tools: push mowers, jackhammers, drills, chainsaw etc.

Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.

Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

*** Hearing test is required*