



City of Des Moines, Washington JOB DESCRIPTION



HUMAN RESOURCES ANALYST

Salary Grade: G-20/G21
FLSA Status: Non-exempt

Union Status: Non-represented
EEO Category: Professional

Nature of Work

Under general direction, performs a variety of confidential, analytical and technical human resources support functions, including assisting with the recruitment and selection, benefits and salary administration, safety and wellness functions and human resources legal compliance. This position will prepare, review and audit human resources information systems records and provide responsible technical support to the Human Resources Director.

Duties include assisting in completing various human resources studies and reports; applying specialized technical knowledge to improve business processes through technology applications. The incumbent will possess a full understanding of a wide range of human resources functions and apply best practices, applicable state and federal laws and City policies and procedures to develop solutions for process improvements.

Essential Functions

HUMAN RESOURCES INFORMATION SYSTEM:

- Reviews, audits and processes personnel transactions in payroll/HRIS system to include status changes, new hires/promotions/terminations, step increases, reclassification and benefit enrollment.
- Creates, updates and maintains job, position, and assignment data within the Payroll and HR Information Systems. Works with applicable Departments to maintain accuracy and currency of authorized positions, assignments, wage placement and wage tables in the system.
- Prepares technical complex research and develops reports for management from the HRIS system, as requested.

RECRUITMENT AND SELECTION:

- Utilizes and maximizes recruiting software to facilitate employee recruitment including job postings; forwards applications for review; prepares and tracks applicant listings and submits response letters; schedules and coordinates interviews; answers applicant questions regarding City employment procedures.
- Works with Hiring Managers to develop effective job postings, interview questions and efficient recruitment processes with successful results.
- May serve as Civil Service Chief Examiner.

BENEFIT ADMINISTRATION:

- Provides administrative support for benefit program administration; provides backup assistance in providing basic benefit information and forms to employees; sends benefit forms and/or enters data for processing.
- Market and coordinate open enrollment for all staff and work with Payroll to ensure accuracy of data.
- Assists the City's Wellness Coordinator with the City's Wellness program, ensuring that AWC milestones are reached to stay in compliance with Well City standards.

CLASSIFICATION AND COMPENSATION:

- Reviews, updates and maintains classification statuses, pay administration policies; performs salary surveys; provides salary recommendations for employees.
- Provides recommendations on major classification maintenance projects leading to assignment of positions to existing classifications and the creation of new or revision of existing classification specifications.
- Conducts and/or reviews findings of job audits; reviews and recommends approval/denial of staff requests for job evaluations; oversees the creation and approval of new or revised job descriptions; determines FLSA exemption status for new or revised positions.

RECORD MANAGEMENT AND COMPLIANCE:

- Captures, audits, and tracks human resources information to include new hires, promotions, pay adjustments, performance evaluations, compliance monitoring etc.; seeks opportunities to digitize records, automate forms, and support the development of workflows. Communicates with employees regarding their responsibilities and rights as it pertains to state and federal leave and City leave plans, and ensures compliance with state and federal regulations and City policies.
- Assists in the development and modification of operating policies, guidelines, procedures, systems, and documentation, as appropriate to the development of best practices for HR.
- Documents current HR business processes and procedures and creates process flow diagrams; conducts needs assessment of HR technology and HR business processes and procedures.
- Maintains official personnel files, confidential medical information, recruitment files, and other personnel related documents; coordinates with the Public Records Analyst to ensure compliance with appropriate retention schedules.
- May conduct or assist with conducting classification audits to ensure that jobs are properly classified.

TRAINING AND STRATEGIC DEVELOPMENT:

- Develops and trains City staff regarding human resource functions; prepares guidance materials and information on new systems, policies, processes, and procedures.
- Collaborates with stakeholders to develop HR solutions to line of business issues; researches and defines best practices (processes and methodologies) within the current business structure and environment. Determine requirements, procedures and problems to improve existing HR business processes and procedures.
- Recommends administrative and technical process changes and automated tools designed to maximize efficiency and productivity; provide clear and timely customer communication of process changes.
- Conduct new employee orientation and ensure flow of on-boarding process.

GENERAL ADMINISTRATION:

- Performs confidential administrative support for the Human Resources Director.
- Creates and maintains HR related calendars for hiring, onboarding, benefits, and other areas, as assigned.
- Maintains City's intranet website to ensure information relevant to employees is available electronically.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities*Knowledge of:*

- Federal, state and local laws regarding personnel policies and practices.
- Principles and practices of recruitment and selection.
- Benefit administration techniques.
- Methods and techniques for conducting analytical studies of administrative and management practices.
- Microsoft Office Suite products.

Ability to:

- Perform a variety of professional human resources duties.
- Provide technical information and assistance to others concerning employment policies and personnel transactions.
- Research complex issues and developing recommended action; to carry out assigned projects to completion.
- Develop and install new methods and procedures.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze and make recommendations on administrative, management and procedural practices.
- Deal effectively with employees, management and the public on a one-to-one or group basis. Communicate effectively, verbally and in writing.
- Maintain cooperative and effective working relationships.
- Organize and summarize complex material; to compose effective correspondence independently and to take notes quickly and accurately.
- Plan, organize and schedule office priorities.
- Use independent judgment and initiative.
- Discreetly handle confidential and politically sensitive matters.
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.
- Considerable knowledge of English grammar, spelling and composition.
- Operate office tools and equipment and knowledge of general office practices and procedures.
- Proficient with HRIS, Payroll and similar employee management software.

Education and Experience Requirements

- Bachelor's degree in Business Administration, Human Resources or related field and;
- Three years' of progressively responsible human resources experience.
- Public sector experience highly preferred.
- PHR, SPHR, SHRM-CP or SHRM-SCP certifications desired.
- A combination of experience and training enabling the individual to perform the essential functions of the position may be considered.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office environment although some travel and night meetings are required. The position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, training/supervision, performance of basic and advanced math, discretion, presentation/teaching, problem analysis, negotiation, mentoring, independent judgment and/or action; and the ability to read, understand, write and speak English.
- The position requires continual talking, hearing, and sitting; frequent fingering, feeling, grasping, handling and repetitive motion of hands and wrists; occasional standing, walking; rare reaching, bending, and climbing. Must be able to push, pull, lift, and carry 20 pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
 - Created 2019. Updated 2021/2023.