



## TOWN OF YOUNTVILLE

### JOB DESCRIPTION

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## **HUMAN RESOURCES ANALYST - HUMAN RESOURCES ADMINISTRATOR**

### **DEFINITION**

Under direction, plans, organizes, and administers the activities of the Town's Human Resources function including the administration of the Town's personnel systems, such as job classification and pay plans; employee benefit administration; performance evaluation; personnel transaction processing and personnel records; recruitment, examination and selection; labor and employee relations; conducts research, analysis, report writing and oral presentations regarding a variety of personnel matters; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Human Resources Analyst is the entry-level classification in this series. Under close direction and oversight, the incumbent in this position performs work of a highly confidential and sensitive nature requiring a great amount of diplomacy and discretion while learning Town policies and procedures and gaining specialized knowledge related to the area of assignment.

Human Resources Administrator is the journey-level classification in this series. Incumbents in this class are expected to work independently in administering departmental programs and identifying the need for and developing changes to operating practices, systems, programs, and policies.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are expected to be fully aware of the operating procedures and policies within the work unit. This classification demonstrates a high degree of independence in interacting with all levels of town employees, managers, elected officials, community groups, other governmental agencies, and the public. Requirements include evening and weekend hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

This classification is distinguished from the next higher classification of Director in that the latter has overall responsibility for administering the entire operations of an assigned department.

Human Resources Analyst and Human Resources Administrator is flexibly staffed, as authorized vacancies exist and depending upon department need. Human Resources Analyst incumbents may advance to the higher level upon attainment of the required training, education and/or experience, including demonstrated proficiency in the areas of assignment.

### **SUPERVISION RECEIVED AND EXERCISED**

Human Resources Analyst receives close direction and supervision from the Administrative Services Director, and Town Manager as assigned.

Human Resources Administrator receives general direction and supervision from the Administrative Services Director, and Town Manager as assigned. May provide indirect supervision to administrative staff, contractors, vendors, temporary staff and/or contract personnel, as assigned.

### **EXAMPLE OF DUTIES**

Duties include, but are not limited to, the following:

### **Human Resources Analyst:**

- Remains current on changing and complex legislative and case law applicable to general and specific employee groups.
- Performs administrative tasks related to the agency; performs ongoing evaluations; implements and processes employee benefit programs, including, but not limited to, health, dental, life and long-term disability insurance, workers' compensation, and retirement.
- Oversees the administration of the employee performance evaluation process and all personnel transactions, to ensure compliance with Town personnel rules and regulations and current laws, including FLSA, FMLA, and CFRA; oversees the maintenance and proper handling of personnel files.
- Plans, oversees, and conducts recruitment activities, including the announcement and advertising of job opportunities; develops and conducts written, oral and performance tests, reviews, and screens employment applications; determines and recommends appropriate pass points; monitors the establishment, maintenance, and use of employment lists; conducts new employee orientations.
- Participates in employee-employer relations activities, including contract negotiations with Yountville Employee Associations, disciplinary actions, and grievance procedures, including those involving complex drug and alcohol policies, procedures, and testing for various employee groups; negotiates and resolves sensitive, complex, and controversial personnel complaints and issues.
- Oversees administration of the Town's risk management programs, including the processing, coordination and record keeping of liability and workers' compensation claims; oversees the maintenance of all insurance and self-insurance policies; develops and implements risk management policies and procedures; serves as the Town representative to self-insurance joint power authorities.
- Conducts research, gathers, and analyzes information and prepares reports, recommendations, and correspondence on a variety of personnel and risk management related subjects; identifies opportunities for improvements in the personnel and risk management functions; develops, recommends, and implements policies and procedures.
- Provides information and interpretations to various Town departments, employees, employee organizations, outside agencies, applicants and the public regarding personnel and risk management policies, procedures, practices, and decisions; coordinates a variety of Town-wide activities with other Town departments and outside agencies.
- Selects, trains, motivates, and evaluates assigned personnel; collaborates with employees to improve skills and correct deficiencies, especially in highly charged areas such as discrimination, hostile work environments, ADA accommodation and harassment.
- Develops, recommends, and monitors the Human Resources, Risk Management, related budgets.
- Improves the way the job is performed and increases the quality of service to Town departments and the public on a continuous basis.

- Ensures that the Town's EEO/AA is properly maintained; investigates allegations filed under the Town's Harassment Policy; recommends discipline where appropriate.
- Works with staff, management, external vendors, and advisors to find solutions to manage business activities.
- Researches and recommends new products and technology, identifying new market opportunities and leading efforts to improve HR services.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff and the public.
- Assists with the Town's response to emergency situations as a part of the Town's Emergency Operations Center (EOC) staff.

**Human Resources Administrator:**

- Conducts organizational, position classification, pay and benefit studies; conducts surveys, analyzes data and develops classification specifications; recommends changes to the classification and pay plans and to the allocation of positions; presents recommendations to the Town Manager and Town Council; remains current on changing and complex legislative and case law applicable to general and specific employee groups.
- Performs administrative and supervisory tasks related to the establishment; performs ongoing employee evaluations; implements and processes employee benefit programs, including, but not limited to, health, dental, life and long-term disability insurance, workers' compensation, and retirement.
- Oversees the administration of the employee performance evaluation process and all personnel transactions, to ensure compliance with Town personnel rules and regulations and current laws, including CFRA, FLSA, FMLA, MMBA, and CalPERS; oversees the maintenance and proper handling of personnel files.
- Plans, oversees, and conducts recruitment activities, including the announcement and advertising of job opportunities; develops and conducts written, oral and performance tests, reviews, and screens employment applications; determines and recommends appropriate pass points; monitors the establishment, maintenance, and use of employment lists; conducts new employee orientations.
- Participates in employee-employer relations activities, including contract negotiations with Yountville Employee Associations, disciplinary actions, and grievance procedures, including those involving complex drug and alcohol policies, procedures, and testing for various employee groups; negotiates and resolves sensitive, complex, and controversial personnel complaints and issues, administers confidential information relating to the Town's administration of employer-employee relations.
- Oversees administration of the Town's risk management programs, including the processing, coordination and record keeping of liability and workers' compensation claims; oversees the maintenance of all insurance and self-insurance policies; develops and implements risk management policies and procedures; serves as the Town representative to self-insurance joint power authorities.

- Conducts research, gathers, and analyzes information and prepares reports, recommendations, and correspondence on a variety of personnel and risk management related subjects; identifies opportunities for improvements in the personnel and risk management functions; develops, recommends, and implements policies and procedures.
- Provides information and interpretations to various Town departments, employees, employee organizations, outside agencies, applicants and the public regarding personnel and risk management policies, procedures, practices, and decisions; coordinates a variety of Town-wide activities with other Town departments and outside agencies.
- Selects, trains, motivates, and evaluates assigned personnel; collaborates with employees to improve skills and correct deficiencies, especially in highly charged areas such as discrimination, hostile work environments, ADA accommodation and harassment.
- Develops, recommends, and monitors the Human Resources and Risk Management related budgets.
- Improves the way the job is performed and increases the quality of service to Town departments and the public on a continuous basis.
- Ensures that the Town's EEO/AA is properly maintained; investigates allegations filed under the Town's Harassment Policy; recommends discipline where appropriate.
- Works with staff, management, external vendors, and advisors to find solutions to manage business activities.
- Researches and recommends new products and technology, identifying new market opportunities and leading efforts to improve HR services.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff and the public.
- Assists with the Town's response to emergency situations as a part of the Town's Emergency Operations Center (EOC) staff.

### **MINIMUM QUALIFICATIONS**

#### **Human Resources Analyst:**

##### **Knowledge of:**

- General organizational and operations knowledge of the functions of a local government agency, human resources, and employee benefit administration practices.
- Basic principles, methods, and trends of public personnel administration, including classification and job analysis; principles and practices of recruitment, interviewing and personnel selection and
- Insurance principles and practices and workers' compensation laws of California
- Public retirement systems
- Applicable Federal, State and local laws and regulations including, but not limited to, Fair Labor Standards Act, Family Medical Leave Act, Public Employees Retirement System, Pregnancy Disability Act,, Health Insurance Portability and Accountability Act, California Family Rights Act, Fair Employment & Housing Act, Americans with Disabilities Act, Consolidated Omnibus Reconciliation Act (COBRA), Title VII of the Civil Rights Act of 1964, Workers' Compensation and OSH Act/Cal OSHA.

- Analytical, statistical and research methods; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

- Understand, interpret, and appropriately apply often complex, and occasionally overlapping, personnel rules, regulations, standards, policies, and procedures applicable to public employment.
- Take initiative to analyze organizational and administrative problems.
- Create, recommend, and implement effective courses of action.
- Understand and follow oral and written instructions.
- Maintain accurate records, organize work, set priorities, and meet critical deadlines.
- Work with sensitivity within complex political environments.
- Exercise a high degree of sound judgement and discretion.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, and other software applications.

**Human Resources Administrator:**

**Knowledge of:**

- General organizational and operations knowledge of the functions of a local government agency, human resources, and employee benefit administration practices.
- Basic principles, methods, and trends of public personnel administration, including classification and job analysis; principles and practices of recruitment, interviewing and personnel selection and test construction and administration; compensation systems; principles and practices of labor and employee relations as pertains to public employment.
- Principles of management, supervision, and training.
- Insurance principles and practices and workers' compensation laws of California
- Public retirement systems
- Applicable Federal, State and local laws and regulations including, but not limited to, Fair Labor Standards Act, Family Medical Leave Act, Public Employees Retirement System, Pregnancy Disability Act, Meyers-Milias-Brown Act, Health Insurance Portability and Accountability Act, California Family Rights Act, Fair Employment & Housing Act, Americans with Disabilities Act, Consolidated Omnibus Reconciliation Act (COBRA), Title VII of the Civil Rights Act of 1964, Workers' Compensation and OSH Act/Cal OSHA.
- Analytical, statistical and research methods; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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- Establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, and other software applications.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

**Human Resources Analyst** – Two years of experience performing increasingly responsible professional administrative, analytical and/or program management duties, preferably in a municipal government setting which provided some experience in public personnel administration.

**Human Resources Administrator** - Four years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to area of assignment, preferably in a municipal government setting which provided experience in public personnel administration.

**Education:**

Equivalent to a bachelor's degree from an accredited college or university in public administration, business administration, or other related field applicable to the responsibilities and requirements of the position. Possession of a master's degree is desirable.

**Training/License/Certificate:**

Human Resources certification or credentials from a recognized organization or institution desirable.

**Note:** Consistent with the Town's succession planning objectives and flexible staffing approach, incumbents in this position will be classified at the Human Resources Analyst level if they do not possess the formal four-year college education and can progress to the Human Resources Administrator level by obtaining the related formal education or professional certification as applicable.

**TOOLS AND EQUIPMENT USED**

Personal computer (laptop), including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling, motor vehicle; phone; cell phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee is occasionally required to perform repetitive keying or filing.

The employee must occasionally lift and/or move up to thirty-five pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The noise level in the work environment is usually quiet to moderate but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change in accordance with applicable MOU provisions.

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Town Manager Brad Raulston

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