

**City of Florence**  
**Human Resource (HR) Analyst**

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DEPARTMENT: City Manager  
CLASSIFIED: Confidential, Full-Time  
DATE: April 2017  
Approved: April 24, 2017

REPORTS TO: City Manager  
POSITION STATUS: Non-Exempt  
SALARY RANGE: \$22.09-30.53

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**PURPOSE OF POSITION:**

Under the general supervision of the City Manager, or designee, the Human Resources (HR) Analyst performs a variety of professional and technical human resources work required to administering human resources programs, including recruitment, classification, compensation, evaluation processes, safety programs, employee benefits administration, leaves of absences, training, recognition, and employee and labor relations; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; performs related work as required. Monitors compliance with pertinent federal, state, and local laws, regulations, and ordinances.

The HR Analyst works closely with the Finance Department to develop and implement many of the human resources programs, as well as to maintain the human resources documentation. The HR Analyst, under the direction of the City Manager, works with the Department Directors to assist with the human resources activities within their departments, as well as coordinates with contract human resources support.

**ESSENTIAL JOB FUNCTIONS:** *The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

- Analyze Human Resources systems needs and identify methods to manage information with greater efficiency and reliability.
- Assists the City Manager and members of the City Management Team in monitoring internal and external issues.
- Manages the City's personnel handbook and policies. Ensures the City's policies stay in line with best practices and are in compliance with State and Federal laws.
- Maintains personnel records and administers the processing of forms in compliance with City policies and State and Federal laws. Provides and administers documents for processing personnel actions, employee benefits and worker's compensation.
- Assists in classification and compensation activities, including performing job audits, writing and revising position descriptions, designing and conducting salary surveys, analyzing salary data, and making recommendations based on internal and external salary comparisons.
- Maintains the City's Performance Evaluation program and analyzes the program for continued improvement.
- Plans, designs, and conducts recruitment and selection activities, including determining appropriate selection methodologies, designing testing tools, designing and implementing recruitment strategies, and monitoring the recruitment and selection process.
- Conducts orientations with new employees. Prepares employment related paperwork. Design, develop, and update curriculum for orientation, as necessary.
- Assists with the City's employee benefits program by providing benefits information to employees, making contacts with benefit carriers as requested, gathering and analyzing benefit data.

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- Assists the City Manager and Department Directors with collective bargaining activities, including collecting supplemental information for labor negotiations, maintaining negotiation notes and files, and working with contract labor attorneys.
- Provides information and advice to employees and managers regarding the full scope of human resources activities; interprets laws, codes, contracts and rules.
- Previews, schedules, and/or provides training on City policies or safety techniques.
- Conducts special research projects compiling, tabulates, and analyzes data; prepares reports; prepares findings and makes recommendations both orally and in writing.
- Provides risk management in coordination with the City Manager, Management Team, and City's legal counsel. Tracks and administers property and liability claims with City's insurance agent and risk pool. Manages the City's Safety Committee.
- Exercises independent judgment and initiative and applies considerable knowledge of organizational programs and procedures in meeting a wide variety of work problems involving continual public, intergovernmental and interdepartmental relations.
- Assists in direction or implementation of programs. Presents information and recommendations. Creates, tracks, and/or maintains program or project records or files in an efficient and functional manner.
- Composes articles, news releases, correspondence, reports, ordinances, resolutions and other informational material as assigned. Independently assesses and prioritizes daily workload.
- Represents the City at various local, regional and statewide meetings, serves on committees. Makes presentations to staff, Council, commissions, boards, civic groups and the public.
- Administers and monitors program/project budgets and assists the City Manager's Office with preparation and monitoring of department budget.
- Analyzes, implements, and maintains the City's technology resources and software programs relating to human resources to improve efficiency and effectiveness of those resources.
- Maintain human resources related sections of City's intranet.
- Organize and perform the operational activities of assigned Human Resources programs such as Employee Wellness, Employee Appreciation, and other programs as assigned.

Position shall follow all safety rules and procedures established for work areas.

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**QUALIFICATIONS:**

***Knowledge of:***

Principles, practices, and techniques of human resources in a public agency setting.

- Applicable Federal, State, and local laws, codes and regulations, including those of Affirmative Action, Equal Employment Opportunity, and Americans with Disabilities Act.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

***Ability to:***

- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of human resources topics, including operational alternatives.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, codes, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

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- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

***Education and Experience:***

Bachelor's degree from four-year college or university with major study in Human Resource Management, Business Administration, Public Administration, or other pertinent field preferred; at least two years related experience and/or training; or equivalent combination of education and experience. A Master's degree in Public Administration, Human Resources, or a related field will be considered as relevant experience.

Municipal government human resources experience is desired, including policies and practices involved in human resource functions, including job analysis, position classification, compensation, recruitment, selection, training, evaluation, labor relations, and Human Resource Information Systems.

***Licenses and Certifications:***

Valid Oregon driver's license and good driving record.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, or controls. Physical demands on the position generally involve moving materials weighing up to 10 pounds on a regular basis. Character and flow of duties involve manual dexterity and coordination for the operation of computers and calculators.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Must be able to travel to other department locations, training sessions, and HR related conferences.

**SUPERVISORY RESPONSIBILITIES:**

This position generally does not supervise employees but has frequent contact by telephone, in writing and in person with all levels of the City including elected officials, the executive leadership of the City, and line personnel. This position manages programs and projects as assigned.

**SUPERVISION RECEIVED:**

Works under the general supervision of the City Manager or designee.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER WORK AS NECESSARY.