



## JOB DESCRIPTION

### Human Resources Analyst

Date Prepared: January, 2016

**SUMMARY:** Under limited supervision, develops, administers, implements, and coordinates various employee benefits activities within the City's Human Resources Division; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Administer the City's benefit program; conduct research; evaluate plan and cost analysis; recommend benefit program changes.
- Ensure compliance with state and federal laws, rules, and regulations.
- Plan, organize, and evaluate the development and implementation of employee and retiree benefit plans.
- Oversee the design and development of benefit training and instructional materials.
- Recommend and administer benefit policies and procedures; review and evaluate work methods and procedures.
- Manage and participate in the development and implementation of goals, objectives, and policies.
- Select, train, motivate, and evaluate benefits staff; provide technical assistance to staff in resolving problems or issues; participate in the implementation of disciplinary actions; promote teambuilding.
- Plan, prepare, and complete age-in process for early retirees and dependents into Medicare supplemental programs.
- Review and update individual election forms and packets based on benefits provided for each individual retiree classification.
- Review state and federal Department of Justice reports with department managers regarding prior volunteer criminal or traffic convictions.
- Obtain monthly, quarterly, and annual OSHA reports; submit reports to all departments, along with the Safety Committee, required CalOSHA postings.
- Coordinate First Aid kit inspections and the restocking of required first aid supplies for City Hall departments.
- Review Supervisor Report of Injuries and Incident Reports forms submitted by departments.
- Coordinate health vendor meetings, events, and seminars.
- Maintain confidentiality of work-related issues and City information.
- Coordinate Workers' Compensation claims; work closely with third party administrator.
- Administer and coordinate 457, 401a plans, and CalPERS employee meetings.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

Bachelor’s degree with emphasis in Human Resources, Business Administration or a closely related field AND three years professional experience in Human Resources administering benefits, Workers’ Compensation, and safety programs is required.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of human resource administration.
- Principles and practices of effective employee supervision.
- Principles and practices of benefit administration.
- Americans with Disabilities Act (ADA) regulations.
- Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) regulations.
- Research methods and analysis.
- Workers’ compensation and employee safety laws, rules, and regulations.
- Principles and practices of records management and reporting.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations regarding human resource administration.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, third party administrators, benefit providers/carriers, attorneys, insurance brokers, employee dependents/survivors, external public and private agencies and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer Approval

\_\_\_\_\_  
Date