

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

ADMINISTRATIVE ANALYST
February 2019

DEFINITION

Under general supervision, performs a variety of human resources related functions, including recruiting, coordinating new hire processes, benefits administration, and coordinating employee training; assists with a variety of analytical administrative functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst performs a wide variety of professional analytical work related to human resources functions and may be assigned analytical tasks related to other areas of the Administrative Office. Incumbents are expected to work independently and may be assigned responsibility for planning, organizing, directing, and coordinating projects of all sizes. This position works with a wide variety of public agency issues that are confidential or sensitive in nature.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Administrative Services Director.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Coordinates and processes personnel changes; determines appropriate personnel action type and related information, such as effective date, employee title, pay rate, etc.; inputs personal data; calculates and enters deductions, benefit amounts, work schedule, taxes, certification pays, and direct deposit information;
- Oversees and coordinates recruitment processes for the City; ensures job description and salary ranges are accurate; posts recruitments to appropriate locations; may assist with advertising position; reviews and assists in grouping and rating candidates; coordinates oral interview process, including obtaining oral board members, scheduling candidates, creating oral board binders, and observing oral boards;
- Oversees and coordinates the hiring process; generates offer letters, coordinates background checks and physicals; confirms hire date; conducts new hire orientation, including preparation of materials;
- Administers benefits programs, retirement plan, health, dental, vision, deferred compensation, life insurance, retiree reimbursements, flexible spending, and employee assistance; researches benefit options; creates surveys, analyzes results, and presents results and recommendations;
- Provides employees with information concerning group insurance and retirement benefits; processes enrollments and changes in coverage; and communicates with health benefit carriers in resolving problems or employee concerns;
- Administers leave of absence and related programs, including paid time off and protected leave of absence, such as FMLA, CFRA, and workers' compensation;
- May be assigned to handle or assist with a variety of personnel issues, including working with appropriate attorneys;

- Manages personnel records and files, including creating files and determining appropriate file location for documents; responsible for the retention and destruction of files per Federal and State requirements and City retention policy;
- Performs a variety of human resources administrative tasks, including timesheets, ensuring compliance with DMV physicals and driver's license requirements, employee training, tracking evaluations, and exit interviews;
- Participates in responding to inquiries related to City policies, procedures, benefits, MOUs, job descriptions, and employment verification; contacts other agencies to conduct surveys, request employment verification, or conduct other general inquiries;
- Conducts research related to both human resources and other administrative functions, including policy and legislative analysis; prepares and presents reports which present and interpret data; identifies alternatives and presents options and recommendations;
- Manages and coordinates special projects which may include research of new programs and services, feasibility analysis, budget preparation, coordination of work assignments, monitoring timelines, and preparing status updates;
- Establishes and maintains positive working relationships with representatives of community organizations, State and local agencies and associations, City management, staff, and the public; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles and methods of human resources administration, public administration, and business administration; Federal, State, and local regulations related to human resources; English usage, spelling, grammar, and punctuation; modern office procedures, methods, and computer hardware and software, including word processing and spreadsheet applications; records management principles and practices; basic accounting, statistical, and payroll administration concepts.

Ability to: Handle difficult and sensitive situations in a diplomatic and confidential manner; understand, interpret, and apply rules, regulations, and procedures; complete varied and responsible assignments in a timely and effective manner using personal initiative and independent judgment under minimal supervision; research, compile, and analyze complex and sensitive information; communicate clearly and concisely, orally and in writing, and make effective presentations; prioritize and complete assignments effectively, using personal initiative and independent judgment under minimal supervision; handle pressure of deadlines and work on multiple tasks concurrently with constant interruptions.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, human resources, or a related field.

Experience: Three (3) years of increasingly responsible analytical experience at a professional level, preferably in a local government or public agency.

Licenses: Possession of a valid California Class C driver's license. Ability to obtain California Notary

Certificate within one (1) year of hire.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person and be clearly understood.