

City of Fort Worth, Texas Job Description

Classification Title	Human Resources Analyst		
Job Code:	PR1680	Job Family:	Professional
Pay Grade:	609	Date Reviewed:	07/11/15
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Provides analytical and technical support to assigned human resources functions, including recruitment, information systems/records, classification and compensation, employee and labor relations, benefits administration, occupational health and safety, etc.; and performs a variety of analytical and technical tasks in assigned area of responsibility in the Human Resources Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs a variety of analytical and professional tasks in processing personnel requests, including recruitment, testing and selection, classification and compensation, and benefits administration.
2. Performs recruitment activities for positions; reviews request with department to assess staffing needs; and enters request into human resources information system.
3. Identifies position applicants; reviews applications and enters data into human resources information system; and screens, interviews and participates in selection of qualified applicants.
4. Operates and maintains departmental computer system and peripherals; schedules and executes applications; inputs data and distributes output; and maintains informational system for the Human Resources Department.
5. Analyzes data relevant to personnel activities and functions; maintains reports on absenteeism, overtime, leave of absence or other related employee concerns; and interfaces report information with payroll.
6. As assigned, participate in establishing methods for providing assigned human resource services; identify resource needs; review needs with appropriate management staff; respond to questions and concerns related to assigned human resource activities.
7. Supervises and coordinates City's temporary employee pool.
8. Performs job evaluation and classification analyses using a variety of evaluation methods; determines salary grade and range assignment; audits classifications for accuracy; recommends adjustments; and prepares job descriptions.

9. Conducts salary and benefit surveys; analyzes and matches survey data; prepares reports; and makes recommendations.
10. Develops training materials and facilitates guides for assigned training programs and workshops; and conducts research on training program effectiveness in meeting City goals and objectives.
11. Maintains confidential personnel records; processes and verifies employee status changes and transfers; and inputs and retrieves a variety of personnel data and information using a computer terminal.
12. Interprets human resources policies and procedures; and responds to requests for information and assistance from employees, management, outside agencies and the public.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of human resource management in assigned area of responsibility.
 - Methods and techniques of research, data collection and analysis.
 - Methods and techniques of recruitment, selection and interviewing.
 - Methods and techniques of basic report writing.
 - Principles and procedures of financial record keeping and reporting.
 - Office equipment including computer and supporting word processing and spreadsheet applications.
 - Methods and techniques of needs assessment to develop and conduct specialized training programs.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Civil Service Rules, Police and Fire Union contracts, as assigned.
 - Human Resources legal practices.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Analysis.
 - Strategic thinking.
 - Public speaking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform technical and analytical tasks in support of human resources program activities including recruitment and selection, job evaluation and classification, compensation and benefits, and training.

- Interpret and apply City policies, procedures, rules and regulations.
- Conduct compensation and benefit surveys and studies.
- Ensure compliance with federal, state and city guidelines.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Operate human resources information system utilized by the city.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in human resource management, public administration, sociology, business administration or a related field and no previous experience is required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.