

RESOLUTION NO. 98-17

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND
SALARY RANGE FOR SENIOR HUMAN RESOURCES
ANALYST

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Senior Human Resources Analyst, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

STEP				
A	B	C	D	E
\$ 3,636.34	\$ 3,818.16	\$ 4,009.07	\$ 4,209.52	\$ 4,420.00

Dated: January 21, 1998

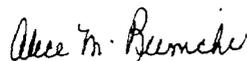
I hereby certify that Resolution No. 98-17 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 21, 1998 by the following vote:

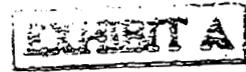
AYES: Council Members -- Land, Mann, Pennino, Warner and Sieglock
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk



CITY OF LODI

January 21, 1998

SENIOR HUMAN RESOURCES ANALYST

DEFINITION:

Under general direction, performs complex management, administrative and professional work in a variety of areas of human resources, including recruitment and selection, classification and compensation, affirmative action, training, employee relations, or other designated function; provides professional assistance to City management staff in personnel and related matters; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level classification in the professional human resources series. An incumbent manages or administers human resources programs; performs complex organizational and administrative studies and may supervise or direct work of others. This class is distinguished from the Human Resources Analyst II position, in that the latter works less independently or on less complex assignments and may have only limited responsibilities.

EXAMPLES OF DUTIES:

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

- Designs and implements recruitment programs to obtain qualified candidates, especially from targeted groups.
- Designs, administers and validates selection procedures, including, but not limited to, application reviews, written and performance tests, interviews and assessment centers; insures compliance with federal and state employment regulations.
- Conducts organizational and classification studies, job audits, and prepares new or updates job analysis documents and class specifications.
- Collects compensation and benefit data and prepares analyses and reports; provides compensation benefits and other information to other agencies.
- Develops and implements programs and policies to accomplish equal employment opportunity and affirmative action goals and objectives.
- Assists in the employee relations function by researching information for grievance resolution and labor negotiations; participates in labor negotiations and other employer-employee relations issues.
- Develops and coordinates employee development efforts and City wide training activities.

EXAMPLES OF DUTIES (continued):

Provides technical support to, confers with, and interprets policies, procedures and regulations to City management and supervisory staff, representatives of employee organizations and employees; provides information to the public regarding City policies and procedures.

Conducts varied analytical studies; prepares reports, correspondence and a variety of written materials.

Monitors developments in the human resources field, evaluates their impact on City activities, and recommends policy and procedural improvements.

Assists in the development and implementation of goals, objectives, policies, and procedures; assists in administering the department's budget.

Assists in the investigation of grievances and complaints; prepares findings and recommends resolution of same.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, practices and techniques of public personnel administration, including recruitment, selection, job analysis, classification and compensation plan administration.

Affirmative action principles and practices.

Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Principles and practices of labor relations including effective negotiation techniques.

Applicable state and federal laws and regulations.

Standard office practices and procedures, including basic business data processing applications.

Basic supervisory principles and practices.

Applicable computer software programs.

Ability to:

Analyze complex technical problems, evaluate alternatives and make sound independent judgments within general policy guidelines.

Design effective recruitment programs to obtain qualified candidates.

Develop valid and effective selection procedures

Conduct classification, compensation and organizational analyses and studies.

Develop and implement effective equal employment opportunity and affirmative action programs.

Prepare clear, concise and competent reports, correspondence and other written materials.

Planning, directing and reviewing the work of others on a project basis.

MINIMUM QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective relationships with those contacted in the course of the work.
Operate computers and peripheral equipment with proficiency.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, industrial relations, human resources management, or a closely related field.

Experience:

Three years of increasingly responsible public human resources experience in a generalist capacity which has included responsibilities in more than one of the responsibility areas outlined above. Additional professional-level experience as outlined above may be substituted for the college education on a year-for-year basis to a maximum of two years.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.