General Statement of Duties

Performs administrative and professional work organizing the administrative and technical aspects for a program area(s), develops and establishes work processes and procedures to deliver program services, evaluates effectiveness of program services and efficiency of processes, and implements prescribed program guidelines and objectives.

May include a variety of programs such as: pre-employment assessments, onboarding, analytics, and more.

Distinguishing Characteristics

This class is part of the Human Resources Data Analyst job series. This job series encompasses the following job classifications and a summary of their essential job function is as follows:

- **Human Resources Data Analyst:** This job is the first level of a two-level series. The essential function of this job is to analyze and report on a wide variety of HR related data and information. This includes the development and modification of pre-employment assessments by consulting with client subject matter experts and conducting validation studies including minimum qualifications, tracking test data, generating reports, and training others on assessment rating processes.

- **Senior Human Resources Data Analyst:** This job is the second level of a two-level series. The essential function of this job is to analyze and report on a wide variety of complex HR related data and information. This includes planning, researching, and conducting analytical projects to produce meaningful HR metrics and data for City leaders.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under administrative supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended and gathers and judgment are required within the parameters of the job function.
Level of Supervision Exercised

None

Essential Duties

Analyze and report on a wide variety of human resources related data and information.

Recommends operational process improvements to streamline programs for the city.

Consults with client group subject matter experts to review existing pre-employment tests and requests for new tests/assessments. Conducts job analyses to establish essential job duties, and required knowledge, skills, abilities, and other characteristics.

Researches, collects, and compiles information on assessment practices from various sources including trends, related laws, policies, procedures, methods, and/or practices, to explore possible alternatives/solutions and the feasibility of recommended changes to assessment processes or content.

Conducts validation studies for new or existing assessments and documents finding in a validation report.

Reviews assessment processes and makes recommendations for standardization and streamlining.

Analyzes assessment data to provide information and recommendations to OHR leadership.

Assists in establishing criteria to determine whom the appropriate subject matter expert (SME) raters are for an assessment or test. Develops and delivers SME rater training/certification to prepare raters.

Identifies and recommends metrics to evaluate assessment effectiveness and impact.

May oversee special projects and programs involving HR policy, practice, procedure and business process workflows.

Identifies key project stakeholders and drives change management techniques through all project, program and policy changes.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and Implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.
Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains
teaches who are difficult, hostile, and/or distressed, relates well to people from varied
backgrounds and situations, and is sensitive to individual differences.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes
information, and makes correct inferences or draws accurate conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and
communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and
division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques
such as formulas and percentages.

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**Knowledge & Skills**

Knowledge of job analysis and test validation techniques.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment
regulations.

Skill in statistical analysis related to testing validation.

Ability to analyze basic to moderately complex data to identify costs and trends.

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**Education Requirement**

Bachelor’s Degree in Business Administration, Human Resources, or a related field.

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**Experience Requirement**

Two (2) years of experience in a human resources analytics environment.

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**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-
high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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**Licensure & Certification**

None

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**Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.

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**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

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**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and
agency/department needs.):
Hearing: perceiving the nature of sound by ear.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Sitting: remaining in the normal seated position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Near acuity: ability to see clearly at 20 inches or less.

Background Check Requirement
- Criminal Check
- Education Check
- Employment Verification

Assessment Requirement
None

Probation Period
Six (6) months.

Class Detail
- Pay Grade: A-811
- FLSA Code: Y
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date:
- Revised By:
- Class History: