



ADMINISTRATIVE ANALYST

DEFINITION

Under supervision of the City Administrator or his/her designee, provides responsible professional level comprehensive services related to human resources, workers' compensation, Deputy City Clerk duties, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is characterized by the responsibility to perform work which requires the application of technical knowledge, procedures and standard practices related to all aspects of human resources, workers' compensation, payroll, and other related areas.

ESSENTIAL JOB FUNCTIONS

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

- ▶ Initiate recruitment process; prepare media advertisements and vacancy announcements; notify applicants at all stages of the selection procedure and respond to inquiries from applicants; systematically review eligibility lists and extend as appropriate; develop and maintain list of classifications suitable for continuous eligibility lists; coordinate oral interview boards in conjunction with Management.
- ▶ Prepare and process personnel action documents relating to hiring, salary adjustments, retirement (CalPERS); employee benefits; coordinate medical examinations and start dates; provide in-service information to employees relative to in-processing and out-processing.
- ▶ Prepare a variety of related statistical reports and summaries as requested.
- ▶ Prepare and maintain workers' compensation injury reports and records; process claims and related actions; coordinate with departments, service providers and third-party administrator(s).
- ▶ Knowledgeable in Federal, State, County and City laws, rules and regulations for the proper implementation, maintenance and reporting of all aspects of human resources, including employee benefits, workers' compensation, and payroll.
- ▶ Provide routine information to department heads, employees and the general public regarding wages, employee benefits, personnel procedures and employment/promotional opportunities.
- ▶ Keep and update procedure manuals on personnel, employee benefits and workers' compensation.
- ▶ Maintain employee performance evaluation notification system; maintain a variety of personnel, employee benefits, medical, background and workers' compensation files and records; prepare a variety of statistical reports and summaries as requested; compose routine correspondence and reports, recruitment announcements, and other documents related to personnel actions.
- ▶ Support the employee relations meet and confer process by researching and compiling requested technical information.
- ▶ Serve as Deputy City Clerk and upon direction of the City Administrator, perform assigned duties of the City Clerk/Treasurer in their absence. The duties of the Deputy City Clerk include, but are not limited to, providing administrative support in the preparation, posting

and distribution of the City Council agenda packet and Committee/Commission agendas, drafting proclamations and certificates of appreciation, and administering and maintaining FPPC Form 700 files.

QUALIFICATIONS

Knowledge of:

Principles and practices of human resources administration; rules and laws governing human resources administration; principles of testing and test development; basic procedures and techniques of classification and salary administrations; employee benefits; workers' compensation reporting procedures and practices, including those related specifically to public safety, as required by the California Labor Code; basic mechanics of payroll; modern office procedures; computer hardware and software; report preparation; English usage, spelling, grammar and punctuation; mathematical and statistical principles.

Ability to:

Plan, organize and implement recruitment plans and selection processes; provide accurate information relative to personnel matters to employees, department heads, the general public and other public agencies; prepare routine narrative and statistical reports; maintain accurate records; research regulations, procedures and or technical reference materials; maintain confidentiality of information; comply with laws, regulations and procedures governing all aspects of human resources and workers' compensation; organize and prioritize work; design or revise forms procedures, manuals and guidelines; operate various business machines and a computer terminal; communicate clearly both orally and in writing; prepare complete, clear and concise reports; follow verbal and written instructions; establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: **Experience** - Sufficient experience performing similar duties to demonstrate possession of the required knowledge and abilities; **Education** - Completion of high school, supplemented by courses in human resources, workers' compensation, finance, or public administration.

WORKING CONDITIONS

A person in this position will work predominantly in an office environment with: sustained posture in a seated position for prolonged periods of time; some walking and standing; occasional bending, twisting, squatting, kneeling, lifting, and stooping; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions and distractions, complete work under inflexible deadlines, have the memory capacity to recall details and events; distinguish between critical information and background noise/distractions; solve problems based on application of established policies and procedures; select, interpret, and apply standard and complex concepts and procedures to solve problems; have oral communication skills sufficient enough to allow for clear and unambiguous information transmission; and travel to and attend a variety of meetings.

A person in this position must be found to be free from any physical, emotional or mental conditions which might adversely affect the exercise of powers related to the Administrative Analyst classification.