

EXHIBIT A

CITY OF ADELANTO

SENIOR HUMAN RESOURCES/RISK ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of complex, professional, lead level Human Resources Services in recruitment and selection, classification and compensation, labor relations, workers' compensation, risk and loss prevention, benefits administration and training; and coordinates and supervises the processing and preparation of special projects and specific programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Human Resources/Risk Analyst** is an advanced level class in the professional human resource management series. Initially, incumbents perform higher level professional assignments in a variety of human resource program areas while developing City policies and procedures and specific techniques and legal requirements related to the City's human resource, loss prevention analysis, and merit system programs. All duties are performed with independence under general supervision from the City Manager or designee. Incumbents are required to perform their responsibilities with minimal direction, initiative and creativity, exercising experienced professional judgment and problem-solving skills.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision from the City Manager or designee. May directly and/or indirectly supervise technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Participates in the development of the Department's work plan; recommend goals and objectives; assist in the development and implementation of policies, procedures and programs.
- Assists in the administration of the labor relations activities, including negotiations, discipline and grievance processes.
- Coordinates recruitment for full or part-time vacancies for the city.
- Participates in the administration of the Risk Liability and Workers' Compensation programs.
- Develops and coordinates City-wide training programs and assist departments in establishing loss prevention programs and procedures; coordinates the conduct of work site inspection and the review of operating procedures for compliance with regulations; coordinates drug testing program and assists with the identification of unsafe conditions and assists City staff in taking corrective action.
- Interprets personnel policies and procedures; respond to request for information and assistance from employees, management, outside agencies and the public.

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- Prepares staff reports, including agenda items, resolutions and ordinances and other required correspondence; perform necessary research, data collection and analysis.
- Conducts studies, analysis and research on a broad range of personnel assignments, compose distribute, receive and analyze salary and benefit surveys; complete various salary surveys from outside agencies.
- Coordinates assigned activities with those of other departments and outside agencies and organization; respond to requests for information and advise City departments, outside agencies, and the general public on City personnel rules and regulations.
- Evaluates job skill and recruitment needs for specific classes; plans and implements recruitment strategies and programs, including outreach initiatives and new techniques; ensures that all phases of recruitment comply with applicable federal, state and local laws, regulations and guidelines; responds to applicant questions and concerns; answers inquiries regarding employment opportunities with the City.
- Conducts position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends the classification of new or modified positions; conducts surveys and studies regarding compensation and other human resource management issues; performs analyses and makes recommendations on salary or benefit program changes; recommends salary range placements and adjustments; reviews and implements salary structure and merit adjustments in compliance with City policies and procedures; attends and gives input at various meetings on classification matters; compiles recruitment and retention data and recommends strategies for improvement; responds to classification, compensation and benefits surveys from other organizations.
- Coordinates the administering of the City equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs; investigates employee complaints; prepares a variety of reports related to equal employment opportunity and ADA; advises departments on job-related hiring interview and other employment practices; generates and compiles statistical reports.
- Performs special research and conducts studies as assigned; drafts a variety of reports, memoranda and other materials.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Senior Human Resources/Risk Analyst**. A typical way of obtaining

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the knowledge, skills, and abilities outlined above is graduation from an accredited four-year college or university with major coursework in public or business administration, human resources, which include recruitment and selection, labor relations, training, benefits administration, loss prevention, insurance, classification and compensation; and four years of progressively responsible human resource management experience; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.

License/Certificate:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance program may be required for certain assignments.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

The principles and practices of personnel, including recruitment, selection, classification, compensation, labor relations, benefits administration, research and analysis; the principles and practices of risk management, loss prevention, claims investigation and processing; applicable state and federal laws and regulations; principles of affirmative action, equal employment opportunity, labor relations in a collective bargaining environment.

Ability to:

Develop recruitment programs and valid selection procedures; conduct research, perform analysis, and prepare reports of findings under direction; conduct classification and salary studies; interpret and apply related laws, ordinances, and regulations; maintain accurate records and files; establish and maintains cooperative working relationships; develop training programs; coordinate or participate in training programs.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.