



CITY OF YUMA
 Department of Human Resources
 One City Plaza
 Yuma, AZ 85364-1436

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Human Resources Analyst**

An Equal Opportunity Employer

SALARY

\$2,053.22 - \$2,874.51 Biweekly \$4,448.64 - \$6,228.11 Monthly \$53,383.72 - \$74,737.26 Annually

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 07/27/20

CLOSING DATE: Continuous

THE POSITION

****This position will focus within the training and leave management/workers compensation assignments.****

**** This position is Open Continuous/Until Filled with a first review date of August 3, 2020.****

Under general supervision, oversees, coordinates and monitors Human Resources (HR) programs, including training, employee relations, worker's compensation, special leaves and ADA requests; assures HR issues are properly addressed and resolved.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a complete range of HR program functions in the department; works independently and makes appropriate decisions based on knowledge of City policies and HR department procedures; performs duties within scope of authority and training; duties may vary according to job assignment.
- Monitors and coordinates a wide range of HR program functions including benefits, training, employee relations, worker's compensation, special leaves and ADA requests.
- Interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of City policies, procedures and programs while exercising the highest degree of confidentiality and professionalism.
- Conducts research on assigned projects; collects, compiles and analyzes data and information; develops recommendations and prepares reports based on findings.
- Supports the relationship between the City of Yuma and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

BENEFITS assignment:

- Serves as liaison to employee and insurance carriers regarding benefit plans.
- Researches and interprets state and federal rules and regulations pertaining to benefit plans.
- Coordinates citywide communication of city's benefit plans and services.
- Reviews and resolves benefits issues and discrepancies within scope of authority.

EMPLOYEE RELATIONS assignment:

- Provides supervision, oversight, guidance and technical assistance to HR staff, and assures compliance with City policies and procedures.
- Provides advice and consultation to City staff and clients on HR issues and procedures.
- Conducts investigations, analyzes information; develops recommendations and prepares reports based on findings.
- Answers questions and resolves issues within scope of authority, using knowledge of City and department policies and procedures; researches information requests, and responds independently to inquiries when appropriate.

LEAVE/WORKERS COMPENSATION assignment:

- Under general direction, ensures timely processing of workers' compensation claims.
- Evaluates accident reports to determine accuracy and completeness and to ensure adequate investigation; ensures that the city is in compliance with applicable laws and regulations.
- Ensure necessary paperwork is available to employees, processes claims, and tracks time off due to all Leave of Absence including but not limited to: Personal Leave, Workers Compensation, FMLA, Parental Leave, Professional Leave and Disability.
- Act as point person for employees with inquires about Leave of Absences and engages in the interactive process with employee if necessary.

TRAINING assignment:

- Identifies and prioritizes training needs, programs, or strategies to offer high quality training and state-of-the-art instructional, measurement techniques, and subject matter to ensure training efforts are maximized.
- Coordinates and conducts the training and cross-training of HR and City staff.
- Develops additional research instruments, questionnaires, or surveys to collect information to determine training needs and trends.

MINIMUM QUALIFICATIONS**Education, Training and Experience Guidelines**

Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND three years of professional Human Resources experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- State and Federal laws and City policies governing HR functions.
- Principles and practices of effective employee recruitment and HR process management.
- Payroll, budget and accounting rules, regulations, methods and procedures.
- Principles and practices of personnel administration, confidential records management, and effective customer service practices.
- Legal, ethical, and professional rules of conduct for HR employees.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Interpreting and applying employment standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Explaining Federal and state rules and regulations, and City policies and procedures.

- Answering questions, advising staff, and assisting with HR related issues.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering data into computer with skill and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License is required. Certification as a Professional in Human Resources from the Society for Human Resource Management (SHRM), International Public Management Association (IPMA), or Human Resources Certification Institute (HRCI) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.YumaAz.gov>

OR

One City Plaza,
Yuma, AZ 85364-1436

EXAM #2020-00110
HUMAN RESOURCES ANALYST
GF

Human Resources Analyst Supplemental Questionnaire

- * 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work history section of my job application.
 - Yes
 - No
- * 2. Do you possess a Bachelor's Degree in Human Resources, Business, Public Administration or related field?
 - Yes
 - No
- * 3. Do you have three (3) years of professional Human Resources experience?
 - Yes
 - No
- * 4. If you answered "No" to question #2 or #3, do you have an equivalent combination of education, training and experience to perform this work?
 - Yes
 - No
 - Not applicable
- * 5. If you answered "Yes" to the question above, please explain how your equivalent combination of education, training and experience provides you with the skills to perform this work. If this questions does not apply to you, please enter N/A.
- * 6. Certification as a Professional in Human Resources from the Society for Human Resource

Management (SHRM), International Public Management Association (IPMA), or HR Certification Institute (HRCI) is not required but desirable. Please mark the certifications you possess below.

- Senior Certified Professional (SHRM-SCP)
- Certified Professional (SHRM-CP)
- HR Senior Certified Professional (IPMA-SCP)
- HR Certified Professional (IPMA-CP)
- Senior Professional in Human Resources (HRCI)
- Professional in Human Resources (HRCI)
- None of the above

* 7. A valid Arizona State Driver's License is required at the time of hire. Do you possess a valid Driver's License or are you able to obtain one?

- Yes, I possess a valid Arizona State Driver's License.
- Yes, I possess a valid Driver's License from a state other than Arizona AND I agree to obtain a valid Arizona State Driver's License at the time of hire.
- No, I do not have a valid Driver's License and/or I'm unable to obtain a valid Arizona State Driver's License as required.

* Required Question