

SENIOR HUMAN RESOURCES ANALYST

*This recruitment is open until the position is filled.
First review of applications will occur on 04/03/2019.*

Annual Salary Range:

\$70,686 - \$95,427

Schedule:

Monday – Friday 8:00 a.m. – 5:00 p.m.

Department / Division:

Internal Services/Human Resources

Job Type:

Full-Time Regular

Job Number:

RC#901039

The City of Tempe participates in the Arizona State Retirement System (ASRS) Defined Benefit plan with mandatory employer and employee contributions currently at 11.80%. ASRS pension plan includes a Long-Term Disability Benefit. We also offer a comprehensive benefits package including vacation, sick leave, holiday and short-term disability. Our employees have generous insurance options for medical, dental, vision and life. For more details, visit:

<http://www.tempe.gov/city-hall/internal-services/human-resources/benefits-summary>

DESCRIPTION

This position will perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the City's Human Resources programs, including policy development and employee relations and to provide information and assistance to executive management, supervisory and non-supervisory City staff and the public.

Duties include, but are not limited to the following:

- Provide counsel, direction, and information to executives, management, supervisors, and employees pertaining to recruitment, selection; performance management; classification and compensation; employee relations; and/or employee benefits; serve as the primary Human Resources contact for assigned department(s).
- Recommend and implement goals and objectives for special programs, projects and systems; participate in HR's and in assigned department(s) short and long-term planning; establish schedules and methods for program operations; make recommendations on policy issues and implement new policies and procedures.
- Assist in the development of technology solutions for employment services, employee benefits and other human resources processes; review, analyze, and manage HRIS data relating to areas of assignment.

- Participate in the selection of HR staff; provide functional / technical direction or may directly supervise assigned staff; coach and mentor staff, and as needed, to correct deficiencies and/or implement discipline procedures.
- Develop curriculum and conduct training sessions for City employees on various human resources topics, such as personnel rules; benefits and programs; benefits open enrollment; MOU agreements; performance planning.

MINIMUM QUALIFICATIONS

Education:

Requires a bachelor's degree from an accredited college or university with major coursework in human resources management, personnel management, public administration, business administration, or a degree related to the core functions of the position.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Work Experience:

Requires four years of professional level human resources experience.

Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

Certification, Licenses, and/or Registrations:

Professional Human Resources certification is preferred, but not required, such as:

- PHR (Professional in Human Resources)
- SPHR (Senior Professional in Human Resources)
- IMPA-CP (Certified Professional in Human Resources)
- CCP (Certified Compensation Professional)
- CBP (Certified Benefits Professional)
- CEBS (Certified Employee Benefits Specialist)

ADDITIONAL REQUIREMENTS

Successful completion of initial probationary period is contingent upon passing an FBI background investigation. Based on position, referred applicants may be subject to additional testing which may include pre-employment polygraph, physical and drug screening.

ESSENTIAL FUNCTIONS

For the complete job description go to:

<https://www.tempe.gov/home/showdocument?id=57435>

This position is FLSA Exempt – not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Tempe Supervisors Association (TSA).

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*