

Human Resources Analyst

FLSA status: Non-exempt

SUMMARY

Under general supervision, coordinates the City's recruitment and selection process to assure adherence to Human Resources (HR) policies and procedures and coordinates interview and examination procedures with hiring managers.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Coordinates employee recruitment and selection process for City departments; reviews personnel requests, and coordinates job advertisements, application review, testing, and selection.
- Coordinates with Departments and hiring managers to define recruitment needs and timelines; oversees technical HR procedures, prepares announcements and advertisements, recommends advertisement methods, and develops applicant screening criteria and evaluation instruments.
- Reviews applications for minimum qualifications and monitors other screening procedures to assure consistency of methodology and compliance with rules and regulations; coordinates performance testing, proctors examinations, reviews, and compiles exam results.
- Coordinates and schedules interviews; assists in development of interview questions and orientation for oral examination board members; assists with interviewing procedures and participates in interview process as required; assists with rating and evaluating applicants for suitability; advises applicants on documentation requirements; compiles and certifies eligibility list.
- Acts as secretary/chief examiner for the Civil Service Commission; coordinates technical procedures.
- Coordinates and assists with reference and background checks; coordinates the selection and notification process maintaining effective communications through all phases of the recruitment and selection process.
- Maintains confidential files, records, and reports; creates initial folders for new recruitments; collects and files required documentation; prepares and reviews all necessary forms, records, and documentation for recruitments; prepares activity reports as needed.
- Interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of City policies and procedures while exercising the highest degree of confidentiality.
- Conducts employee exit interviews and prepares written summaries.
- Administers the City's drug and alcohol testing program.
- Completes special projects as assigned, including wellness and training programs, and special events.
- Cross-trains in a variety of HR functions, and facilitates the training and cross-training of City staff.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, client records, and City information; enforces compliance with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate's Degree in Human Resources, Business or Public Administration, or related field; AND two years of Human Resources and recruiting experience, preferably in the public sector; OR an equivalent combination of education, training, and experience.

Knowledge of:

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

Skill in:

- Recruiting applicants in accordance with established employment practices and methods.
- Answering questions, advising staff, and resolving problems on recruiting and selection issues.
- Using initiative and independent judgment within established procedural guidelines.
- Administering human resources recruitment policies and procedures.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- 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 Washington State Driver's License may be required. Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Society for Human Resource Management (SHRM) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment.