

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Human Resources Analyst</b>	<b>Class Code:</b>	<b>20023</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Professional/ 2</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Performs entry level human resources work such as recruitment, applicant interviewing, examination administration and security, payroll processing, test validation procedures and other activities to provide effective human resources support.

**Essential Functions:**

1. Completes paperwork such as filling out forms, maintains files and records, prepares lists, and compiles reports to provide accurate documentation of selection procedures and/or program administration.
2. Responds to requests for special research projects including investigating problems, researching issues, gathering and collecting data, and compiling statistical information to provide staff support.
3. Answers questions in person and by telephone, drafts correspondence, interprets policies and procedures to ensure understanding of practices.
4. Screens applicants to select candidates with appropriate education and experience to qualify for written examinations for positions; schedules applicant testing.
5. Enforces test security procedures and practices to ensure the integrity and quality of examination materials.
6. Maintains, edits, and inventories examination materials to ensure that they are readily available for the administration of tests.
7. Coordinates the scheduling of Civil Service board hearings, notifies appropriate parties of hearing deadline information.
8. Reviews employee benefit eligibility with new employees and ensure that benefit forms are completed accurately.
9. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of test construction/security procedures.

Knowledge of PC software and applications.

Basic knowledge of City of Dallas personnel policies and procedures.

Basic knowledge of Civil Service code.

Ability to communicate effectively both orally and in writing with special emphasis in interviewing skills.

Ability to keep accurate records and maintain files.

Ability to perform basic job and task analysis.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

