City of Dallas
Classification Specification

Title:	**Senior Human Resources Analyst**	**Class Code:**	**20034**
Application:	**Career Series**	**Pay Grade:**	**I**
Supplemental/Code:	**Administrative/1**	**Established:**	**10/01/94**
FLSA Status:	**Exempt**	**Revised:**	**10/01/07**

Position Purpose:

Provides advanced expertise in a variety of human resources activities to include wage and salary administration, employee relations, staffing, training, test validation, and resource planning to ensure effective and consistent human resources management.

Essential Functions Depending on Assignment:

1. Clarifies and interprets city-wide policies, procedures, and regulations for department directors, managers, and supervisors and explains policies to employees to ensure complete understanding of guidelines.

2. Partner with customer departments to assist in evaluating, developing and implementing operating policies and procedural improvements.

3. Serves as an adviser, first responder and/or mediator to resolve sensitive employee relations issues; advises and coordinates disciplinary actions, grievances, appeals, and personnel rules and mediates workplace disputes including conducting/coordinating internal investigations to ensure consistent personnel management across city departments.

4. Performs wage and salary administration such as job analysis/evaluation, resolves FLSA issues, conducts salary surveys, and performs other compensation related practices to ensure equity and legal compliance.

5. Provides complex sensitive human resource analysis and program development involving compensation and classification issues, personnel resource planning, succession planning, attrition analysis and organizational structure review. Reviews and monitors special incentive pay programs such as performance incentive pay and interim assignments.

6. Develops recruitment and hiring strategies in conjunction with customer department; initiates recruitment and develops screening criteria; participates in ranking and screening of applications; assists in the development of interview process including assessment strategies in making selection decisions.

7. Provides test construction and validation activities for personnel selection instruments including assessment center approaches to ensure effective personnel selection.

8. Assess departmental training needs; coordinates, conducts, and evaluates training programs including advanced training for mid-managers, career development programs, safety issues and other courses to ensure effective employee training.

9. Compiles information, researches issues, and composes special reports to provide information and support to management; may serve as lead worker by providing project management to ensure timely completion.

10. Ensures compliance with federal and state regulations (i.e. Affirmative Action Program, EEOC, FMLA and ADA, etc.) by staying abreast of trends, techniques, current developments in Human Resource and pending rules and regulations.

11. Acts as liaison in city departments with an assigned team within Human Resources Department to ensure effective handling of issues related to employee relations, employee development, promotions, employee selection, compensation/classification and other personnel actions.

12. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough knowledge of employee relations, training, wage and salary administration, test validation, personnel selection, staffing, and/or safety.

Knowledge of multiple human resource disciplines.

Knowledge of federal and state laws and City personnel regulations, policies, and practices including principles of management and supervision.

Knowledge of PC software and applications

Strong interpersonal and communication skills.

May require presentation skills in a classroom or meeting situation.

Ability to communicate effectively both orally and in writing with employees at all levels.

Ability to analyze data and provide recommendations.

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:

Working conditions are normal for an office environment. Work may require occasional weekend, evening work, or field visits.

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.