

City of Dallas
Classification Specification

Title:	Human Resources Analyst II	Class Code:	20033
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Performs intermediate level duties such as recruiting and staffing, affirmative action monitoring, test validation, job analysis, training, and a variety of other personnel activities to ensure effective personnel management. May work within a single functional area of the Human Resources or Civil Service Department or in a more generalist role in other City departments.

Essential Functions:

1. Interprets policies, procedures, and handles requests for information from employees and the public to ensure complete understanding of laws and regulations.
2. Communicates internally with employees at all levels including department heads, managers, and supervisors and externally with vendors, governmental agencies, private industry and other municipalities to obtain and provide information and coordinate activities.
3. Investigates and resolves personnel problems, conducts research, gathers data, compiles statistical information, provides routine reports and responds to requests for special research projects, and makes recommendations to management.
4. Performs staffing activities such as developing job advertisements, recruiting, screening, and interviewing applicants to determine eligibility and assist departments in filling vacant positions.
5. Performs trainee-level test validation activities including conducting job analysis, other data collection, and statistical analysis necessary for test construction to ensure valid selection instruments. Writes examinations and assessment center exercises for use as selection procedures.
6. Provides supervision to clerical staff involved with personnel activities such as applicant processing, and other personnel transaction processing such as transfers, promotions, merit increases to ensure effective handling.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of basic principles, laws, and regulations of personnel administration.

Knowledge of City personnel rules, Civil Service code, and related procedures.

Knowledge of PC word processing and spreadsheet applications.

Depending on location, knowledge of survey development using statistical research.

Ability to communicate effectively with a wide range of employees and management.

Ability to write effectively.

Ability to perform analytical work related to personnel practices.

Ability to supervise a staff, depending on location.

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:

Normal office working conditions.

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.