



CLASS TITLE | HUMAN RESOURCES ANALYST II

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Class Code: 2549

Effective Date: 07/31/2024

PAY INCREASE OPPORTUNITIES OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing work in recruiting, compensation, classification, HRIS, onboarding, payroll, employee and labor relations, training, and grievance/complaint investigations and responses; and performs other related assigned duties.

ESSENTIAL TASKS:

- Recruits, interviews and makes recommendations related to certification of internal and external applicants for employment and promotion in accordance with the City Charter and City policies as assigned
- Performs work in the area of compensation and classification including compensation activities regarding all aspects of compensation including pay, leave, and benefits; and classification activities including all aspects of classification including job descriptions, classification reviews, progression programs and maintenance of related systems as assigned
- Performs Labor and Employee relations activities to include collective bargaining, grievance and complaint investigation, and arbitrations administration as assigned
- Assists in drafting or revising policies and procedures; maintains program documents; prepares activity reports, agendas, meeting information packets, and correspondence; develops or coordinates communication tools, methods and systems as assigned
- Administers and reviews compliance with Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), E-Verify and other Human Resources mandated programs as assigned
- Develops, coordinates, schedules, delivers, and administers training events and instructional programs including new hire orientation, Train the Trainer instruction and e-learning as assigned
- Collects, analyzes and reviews data and information; tracks trends and developments in assigned functional areas; conducts studies, performs complex technical research and prepares reports and other documents utilized for decision making and program development; presents information orally and/or in writing to various groups; acts as project administrator as assigned
- Processes payroll/personnel database changes and reviews the accuracy of others work in the processing of system information and changes as assigned
- Coordinates and assists HRIS Administrators to troubleshoot payroll/personnel system problems as assigned
- Serves as department head designee for the approval of routine payroll/personnel functions as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in human resources, public/business administration, social/behavioral science or a related field; **and**,
- (b) Two (2) years of responsible experience in the area of human resources; **including**,
- (c) At least one (1) year of experience working in one of the areas specifically mentioned in the purpose statement of this job description.

PAY INCREASE OPPORTUNITIES

Employee will be eligible for the following proficiency increase opportunities upon completion of all criteria as described below. If an employee elects to compete proficiency increases, the opportunities must be completed beginning with the #1 in order. (However, an employee is not required to complete all three (3) proficiencies.)

Increase Opportunity #1

- A 1-step increase for completion of the HRCI Professional in Human Resources certification (PHR) or SHRM Society for Human Resource Management-Certified Professional (SHRM-CP); **and**,
- Twelve (12) months in the position.

Increase Opportunity #2

- Participation in a cross-training program as approved in advance by the Personnel Director to include work-shadowing and completion of an assigned project in 3 additional HR disciplines that are outside the current work assignment. A detailed report of work performance and summary of what the employee learned will be required; **and**,
- Eighteen (18) months in the position.

Increase Opportunity #3

- An additional 1-step increase for completion of an additional HR certification pre-approved by the Personnel Director, (such as SPHR, SHRM-SCP, CCP, CBP); **and**,
- Twenty-four (24) months in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Recruitment strategies, policies and procedures
- Considerable knowledge of the methods, practices and techniques used in position classification
- Considerable knowledge of employment laws, employee and labor relations principles, investigatory techniques and strategies
- Good knowledge of the types of jobs in a public organization
- Good knowledge of personnel administration and modern Human Resources best practices

Ability to:

- Work in a high-volume recruitment environment
- Conduct interviews in the job analysis process
- Deliver training; ability to facilitate groups
- Plan, organize and write effective reports
- Understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding
- Communicate well both verbally and in writing



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Skill in:

- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some travel to field locations and worksites.

EEO Code: N-05

Group: Clerical and Administrative

Series: Personnel Management