



CLASS TITLE | HUMAN RESOURCES DATA ANALYST

PAY GRADE: AT-40 | www.cityoftulsa.org/pay

Class Code: 2551

Effective Date: 07/31/2024

PAY INCREASE OPPORTUNITIES OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under direction performs complex, highly technical and advanced financial, statistical and management analyses used to identify and prioritize safety, personnel and other human resources related reports and data and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates with the IT Department, Enterprise Resource Planning (ERP), and HRIS Administrator to gather, analyze, evaluate, design, modify and maintain the data collection that guides the objectives of the City's human resource management programs
- Develops and implements processes, methods and tools designed to measure, evaluate, and monitor established departmental performance criteria
- Compiles and reviews data collected from various sources to identify trends and significant changes in performance regarding various human resource management programs
- Analyzes trends in data collection and ensures data quality
- Presents analytical information regarding relevant data to department heads and makes presentations to the Senior Management team and employees
- Evaluates statistical data to ensure validity of system information and applicability to meeting established goals and plans for the City
- Serves as contact point for data inquiry and data auditing purposes
- Serves as records custodian for HR records
- Designs, prepares, analyzes, and distributes safety data and statistical reports concerning accidents, trends, and solutions to work related problems to all City departments and executive management
- Works to proactively recognize potential safety and other compliance issues according to state and federal regulations, City ordinances, and established safety and other policies
- Assists in writing programs to query tables and assessing data integrity for safety relate projects
- Prepares reports to comply with federal regulations, including but not limited to the EEO-4, EEOP, and OSHA reports
- 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) Completion of 120 hours from an accredited college or university in the field of human resources management, computer science, business administration, statistics, industrial science, or other related fields; **and,**
- (b) Four (4) years of experience relevant to the essential tasks listed in 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 the two (2) proficiencies.)

Increase Opportunity #1

- Employee will be eligible for a 1 step increase for possession of the Professional in Human Resources (PHR), or Society for Human Resource Management-Certified Professional (SHRM-CP) certification; **and**,
- Twelve (12) months in the position.

Increase Opportunity #2

- Employees be eligible for an additional 1 step increase for obtaining either the Senior Professional in Human Resources (SPHR), Society for Human Resource Management-Senior Certified Professional (SHRM-SCP), or completion of additional external related certification/training as approved in advance by the employee's manager; **and**,
- Eighteen (18) months in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Data entry, trending, and report generation
- Governmental regulations and applicable standards
- Knowledge of and technical expertise in analyzing numerical data and industry performance measures and industry "best practices"
- Comprehensive knowledge of methods, procedures, and techniques used in the fields of human resources and safety compliance and auditing
- Considerable knowledge of state and federal regulations related to data and open records
- Considerable knowledge of statistics
- Considerable knowledge of data analysis and design

Ability to:

- Analyze complex issues and to formulate sound concepts
- Work independently and to recognize, analyze and solve complex problems
- Apply excellent attention to detail and accuracy
- Effectively communicate both verbally and in writing with all levels of employees
- Meet deadlines, multi-task, and work under competing priorities

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, reaching, and bending; and vision, speech and hearing sufficient to perform the essential tasks.



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Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily in an office setting; requires the use of a telephone and other office equipment; and requires some travel to various locations to provide technical support and training or coordinate projects.

EEO Code: N-02

Group: Clerical and Administrative

Series: Data Processing and Information Services