

# **ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES ANALYST**

FLSA Status – Non-Exempt  
EEO Code – C/Professional  
Class Code – L290

---

## **GENERAL DESCRIPTION OF THE DUTIES**

This position provides advanced administrative support to the Mayor, Council, and City Manager. This position performs a wide variety of assignments related to citizen communications with the City, special administrative projects and reports, and City publications. This position also is responsible for coordinating and assisting with a variety of complex and technical human resource services, including recruitment, selection, classification and compensation, performance management, labor and employee relations, discipline and work separation, compliance with employment laws, and health and safety.

## **SUPERVISION RECEIVED**

This position receives general direction from the City Manager for administrative support work, and works closely with the City Attorney regarding human resources management.

## **SUPERVISION EXERCISED**

Exercises supervision over clerical support staff including Administrative Specialist, temporary, or other staff, as assigned.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

### **Administrative Assistant**

1. Provides confidential administrative support to the Mayor, Council, and City Manager.
2. Acts as liaison between the Mayor, Council, City Manager and Department Directors and the general public.
3. Responds to citizen inquiries and complaints, and coordinates resolution; interprets City policies and procedures for the general public.
4. Oversees the preparation of materials for the Council meetings, including agendas, minutes, ordinances and resolutions, and other Council documents, to ensure accuracy and appropriate distribution; and works with City departments to ensure that information necessary for agenda items is complete.
5. Coordinates various City-wide activities and special administrative projects.
6. Compiles and analyzes data and prepares reports for elected officials and the City Manager.

# **ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES ANALYST**

FLSA Status – Non-Exempt

EEO Code – C/Professional

Class Code – L290

7. Schedules and/or coordinates special meetings, seminars, and conferences for the City; makes appointments for the Mayor, Council, and City Manager,
8. Serves as editor of the City's newsletter and develops brochures and other informational materials regarding the City's programs and services.
9. Participates in budget preparation and administration; and monitors expenditures.
10. Establishes and maintains records for the Mayor, Council, and City Manager.
11. Provides all necessary information and forms to candidates running for Mayor and/or City Council positions; serves as resource person for questions from candidates and as contact for filing necessary papers for candidacy.

## **Human Resources Analyst**

1. Works closely with Department Directors to plan, coordinate, implement, and oversee recruitment; develops and maintains a centralized database, reviews and evaluates applicant qualifications for open positions, maintains eligible applicant pool for open positions, and refers potential candidates to hiring supervisors. Plans and coordinates with Department Directors recruitment activities (including outreach, advertising, applicant inquiries, and standard communications from the City), selection procedures, background investigations, and EEO logs.
2. Maintains associated recruitment files and records.
3. Responds to questions from managers and employees regarding employment policies and practices, employment-related mandates, and Collective Bargaining Agreements. Researches policy issues and drafts policy recommendations for the management team. Serves on the management side of the bargaining table.
4. Provides assistance to managers with creating and maintaining work plans, and works closely with the department heads and City Attorney to coordinate discipline and work separation policies and practices.
5. Responds to requests for classification and internal and/or external wage surveys. Responds to requests from Department Directors to create and/or revise job descriptions; and researches and responds to salary surveys from other agencies. Audits and prepares new or modified job analysis documents and classification specifications; recommends the classification of new or modified positions.
6. Tracks and reviews all performance evaluations and provides guidance to managers in improving their evaluations.

# ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES ANALYST

FLSA Status – Non-Exempt

EEO Code – C/Professional

Class Code – L290

7. Identifies training needs and other support activities aimed at enhancing individual, team, and organization performance. Researches and coordinates training programs to meet needs. Develops and maintains a centralized training resource library.
8. Conducts exit interviews with employees in regularly budgeted positions who are separating from the City and coordinates follow-up discussions with appropriate department heads and the City Manager as requested.
9. Provides excellent internal and external customer service. Creates a positive experience for customers through professional and courteous behavior and creative problem resolution.
10. Serves as the Subject Matter Owner (SMO) of the Applicant Tracking portion of the Human Resources module of Financial System / Payroll software. Ensures accurate data entry.
11. Supports the administration of a comprehensive wellness program. Consults with employees and answers questions regarding the City's wellness benefits.
12. Coordinates with Fire Department personnel and the City's insurance carrier regarding a Fire Department fitness program.
13. Acts as the Americans With Disabilities Act Coordinator and Section 504 Coordinator for the City.
14. Coordinates workers' compensation reporting from the City to the City's insurance carrier.

## OTHER JOB FUNCTIONS

1. Maintains professional currency by participating in professional conferences and training, and engages in on-going knowledge and skill development in human resource management.
2. Performs other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Modern office practices and procedures;
- Computer hardware and software used in providing advanced administrative support;
- Local government, City, and departmental policies and procedures;
- Governmental record keeping and recording;-
- Research methods and data collection;
- Business English and grammar;

# ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES ANALYST

FLSA Status – Non-Exempt

EEO Code – C/Professional

Class Code – L290

- Budgeting and fiscal monitoring;
- Personnel methods and techniques of modern public personnel administration;
- Knowledge of the laws and regulations governing human resources management;
- Knowledge of hiring methods, classification methods, and compensation methods; and
- Knowledge of sources for additional human resources management support.

## **Skills in:**

- Communicating clearly and effectively both orally and in writing;
- Analyzing problems and developing solutions;
- Interpreting and applying complex policies and procedures;
- Using resourcefulness and tact in explaining difficult procedures and regulations to elected officials, senior managers, and members of the general public;
- Multi-tasking and planning and organizing work to achieve goals and objectives;
- Coordinating the activities of elected officials and the City Manager with appropriate sensitivity.
- Establishing and maintaining effective working relationships with diverse members of the public, City employees, community organizations, and government partners;
- Researching, analyzing, and summarizing data;
- Preparing reports and legal documents;
- Resolving conflicts; and
- Using techniques to maintain and secure confidential information.

## **Abilities to:**

- Establish and maintain effective working relationships with employees, officials, committees, and the general public;
- Maintain high standards of confidentiality, integrity, and diplomacy; act with courtesy and tact during stressful and/or confrontational situations;
- Read, understand, interpret, and apply complex documents such as the contracts, labor agreements, insurance documents, and state and federal regulations;
- Organize facts and present recommendations in a clear, concise, and logical manner;
- Effectively administer a variety of human resource services and activities;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Operate a computer, calculator, telephone, fax machine, and other related office equipment;
- Accomplish assigned functions with little supervision and within the time periods required; and
- Manage multiple priorities.

# **ADMINISTRATIVE ASSISTANT/HUMAN RESOURCES ANALYST**

FLSA Status – Non-Exempt  
EEO Code – C/Professional  
Class Code – L290

## **EDUCATION AND EXPERIENCE**

Graduation from a college or university with a Bachelor’s degree with emphasis on Human Resources coursework; or any equivalent combination of education and experience and training that demonstrates the knowledge, skills, and abilities necessary to perform the essential duties of the position is required.

## **PREFERRED EXPERIENCE AND TRAINING**

After appointment to the position, Human Resources certification through IPMA-HR (Certified Professional) or the Human Resource Certification Institute (HRCI) certification of PHR (Professional in Human Resources) or the SPHR (Senior Professional in Human Resources) may be required within a mutually agreeable period.

## **PHYSICAL DEMANDS OF THE POSITION**

This position involves decision-making, interpersonal skills, teamwork, creativity, customer service, fluent English, use of discretion, basic math, and independent judgment. The person working in this position must be able to communicate, reach, use repetitive motion of hands/wrists; and push, lift, pull, and carry 10 pounds. The work requires extensive computer work. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

## **WORKING CONDITIONS**

Work is performed primarily in an office environment and evening meetings are required.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(City Attorney)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

**Established: 10/94 Executive Secretary**  
**Revised: 01/00 Administrative Assistant**  
**Revised: 05/01 Administrative Assistant**  
**Revised: 06/04 Administrative Assistant/Human Resources Technician**  
**Revised: 07/07 Administrative Assistant / Human Resources Analyst**