Office of the City Manager

To: Honorable Mayor and Members of the City Council

From: Christine Daniel, City Manager

Submitted by: David Abel, Acting Director of Human Resources

Subject: Classification: Assistant Human Resources Analyst

RECOMMENDATION

Adopt a Resolution amending Resolution No. 65,376-N.S., Classification and Salary Resolution for Unrepresented Employees, to establish the classification of Assistant Human Resources Analyst with a monthly salary range of $5,590 to $6,800 effective March 20, 2013.

FISCAL IMPACTS OF RECOMMENDATION

None

CURRENT SITUATION AND ITS EFFECTS

The Assistant Human Resources Analyst classification was used regularly in the staffing configuration of the Human Resources Department until 1998, when the last incumbent was promoted to the journey level Associate Human Resources Analyst classification. The classification was abolished in 2009 because it had not been used in over 10 years.

The Assistant Human Resources Analyst was the entry level of the analyst series. Initially under close supervision, incumbents performed the more routine assignments while learning policies, procedures, and specific techniques related to the broad area of human resources. It was a classification that provided incumbents the opportunity to obtain experience and demonstrate proficiency in the professional class series, and gain eligibility to qualify for promotion to the Associate Human Resources Analyst classification.

Based on an evaluation of the Human Resources Department's staffing needs, it is recommended that the City re-establish the Assistant Human Resources Analyst classification, which will provide another option for filling positions in that it does not require experience, but rather only college coursework. The ability to fill positions at this level will broaden the applicant pool, as well as provide the opportunity for career growth for incumbents of the Human Resources Technician classification to promote to the professional analyst series. The recommended salary restores the salary relationships to the approximate level in place when the classification was abolished.

BACKGROUND
The Personnel Board discussed the proposal at its February 4, 2013 meeting. By unanimous vote (Dixon, Eblé, Magana, Murray, Reyes, Roter – Yes) the Board recommended the following:

1. Establish the Assistant Human Resources Analyst class specification, covered by the overtime provisions of the Fair Labor Standards Act (FLSA) in Representation Unit Z2 (Unrepresented Professional), with a monthly salary range of $5,590 - $5,870 - $6,165 - $6,475 - $6,800.

RATIONALE FOR RECOMMENDATION
It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED
None

CONTACT PERSON
David Abel, Acting Director of Human Resources, 981-6807

Attachments:
1. Classification: Assistant Human Resources Analyst
2. Resolution and Exhibit A: Salary Schedule

City of Berkeley
Class No. 2704
March 2013

ASSISTANT HUMAN RESOURCES ANALYST

DEFINITION
Under close supervision, performs a variety of professional activities in support of a centralized human resources system; performs related work as assigned.

CLASS CHARACTERISTICS
Assistant Human Resources Analyst is the entry level of the series. Initially, under close supervision, incumbents perform the more routine duties of recruitment and selection, job analysis, classification and compensation plan administration, affirmative action, employee relations, and benefits administration while learning City policies and procedures, and specific techniques related to the broad area of human resources. Incumbents may assist with the completion of special projects assigned to the Department. This classification is distinguished from the Associate Human Resources Analyst in that assignments and work performed are supervised more closely, are not as difficult and complex, and do not require the level of knowledge of the duties as those performed by the Associate Human Resources Analyst, who works under general direction and is expected to perform the full scope of journey level professional assignments.

EXAMPLES OF DUTIES
The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Designs and implements recruitment programs to obtain qualified candidates by preparing job announcements, advertisements, and other recruitment materials; screens applications for qualifications; coordinates, designs and administers selection procedures such as application reviews, written and performance tests, interviews, and assessment exercises;

2. Assists in classification studies by auditing and preparing new or modified job analysis documents and class descriptions; and recommends compensation levels;

3. Collects compensation, benefit and other survey data and prepares summaries of information; provides classification, compensation, and benefits information to other organizations;

4. Assists in implementing equal employment opportunity and affirmative action policies and programs;

5. Attends grievance and disciplinary appeal meetings and prepares draft findings

and correspondence; attends meet and confer sessions with union representatives, and assists the City's chief negotiator by taking notes and collecting information;

6. Assists in coordinating and administering employee benefits programs;

7. Provides information on procedures and regulations to City staff and the public; prepares employee orientation materials and conducts orientation programs, as well as assists in implementation of training programs;

8. Prepares reports, correspondence and a variety of written materials;

9. Maintains accurate records and files;

10. Utilizes a variety of computer applications commonly found in a modern office environment, including standard desktop office applications such as the Microsoft Office Suite; and specific enterprise-wide applications such as HRIS software, personnel transaction and applicant-tracking systems and resource databases; and

11. Performs related duties as assigned.

QUALIFICATIONS
<u>Note</u>: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

<u>Knowledge of</u>:

1. Principles and practices of public personnel administration;

2. Recruitment, selection, and job analysis techniques;

3. Classification, compensation, benefits analysis, and administration techniques;

4. Applicable state and federal laws and regulations;

5. Basic affirmative action principles and practices;

6. Basic labor relation principles and practices in a collective bargaining environment, and

7. Standard office practices and procedures, including basic business data processing applications.

<u>Ability to</u>:

1. Design effective recruitment programs to obtain qualified candidates;

2.   Develop valid and effective selection processes;

3.   Conduct classification and compensation studies;

4.   Analyze technical information, evaluate alternatives and recommendations within established guidelines;

5.   Interpret and apply laws, regulations and policies;

6.   Prepare clear, concise and effective written reports, correspondence and other materials;

7.   Operate a computer with proficiency and familiarity;

8.   Maintain accurate records and files, and

9.   Establish and maintain effective working relationships with those contacted in the course of the work.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major course work in business or public administration, industrial relations, or a closely related field. Experience related to the human resources function, which will have provided the knowledge and skills outlined above, may be substituted for the college education on a year-for-year basis.

OTHER REQUIREMENTS
Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and fulfill job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

Assistant Human Resources Analyst	
Classification Code	2704
Classification Established	11/1988
Classification Revised	8/2000
Classification Abolished	5/2009
Classification Reestablished	3/2013
FLSA Status	Non Exempt
Administrative Leave/Overtime	Overtime
Representation Unit	Z2
Probationary Period	One Year
Workers' Compensation Code	8810

RESOLUTION NO. ##,### N.S.

CLASSIFICATION: ASSISTANT HUMAN RESOURCES ANALYST

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the classification of Assistant Human Resources Analyst was abolished in 2009 because it had not been used in over ten years; and

WHEREAS, the Acting Director of Human Resources has recommended establishing the Assistant Human Resources Analyst classification in order to provide an entry level into the professional analyst classification series; and

WHEREAS, the Personnel Board recommended on February 4, 2013 to establish the classification of Assistant Human Resources Analyst, covered by the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit Z2 (Unrepresented Professional), effective March 20, 2013.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 65,376-N.S., Classification and Salary Resolution for Unrepresented Employees is amended to establish the classification of Assistant Human Resources Analyst with a salary range as shown on Exhibit A, effective March 20, 2013.

Salary Schedule

Job Code	Unit	Class	FLSA	A	B	Steps C	D	E	Effective Date
2704	Z2	Assistant Human Resources Analyst	N	$5,590	$5,870	$6,165	$6,475	$6,800	03/20/13