



Human Resources Analyst I E14

Class Code:
800314

Bargaining Unit: No Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
Established Date: Oct 11, 2005
Revision Date: Nov 4, 2019

SALARY RANGE

\$20.69 - \$32.82 Hourly
\$1,655.20 - \$2,625.60 Biweekly
\$43,035.20 - \$68,265.60 Annually

FLSA:

Non-Exempt

POSITION SUMMARY:

Perform a variety of Human Resources activities within an assigned department including recruitment, payroll, grievance procedures, labor relations, classification/compensation, testing and/or employment; provide information and assistance to City managers, employees and the general public regarding Human Resources activities, policies and procedures.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from higher level supervisory or management staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Assist City departments, managers, employees and the general public in the resolution of policy related, process related or procedural problems and/or inquires received with regard to human resources functions and programs.

2. Gather and respond to various requests, inquiries and information from employees and managers; process a variety of reports; maintain and enter related Human Resources data into computer software systems.
3. Maintain and monitor various Human Resources related actions originating within the department including transfers, new hires, terminations approved leaves and salary changes; ensure compliance with applicable policies and procedures; related documents for process and tracking purposes.
4. Arrange meetings with supervisors and managers to discuss personnel activities within assigned department; communicate scheduling within the divisions; provide correspondence to City departments and outside organizations; follow up with City departments as necessary to ensure resolution of issues.
5. Maintain confidential personnel records according to established rules and regulations.
6. Assist with City's ongoing recruitment efforts for internal and external applicants; assist in creating advertisements; assist in interview process as needed.
7. Provide support in the investigation and personnel grievance process; gather documentation and arrange grievance hearings as needed.
8. May be required to participate in career fairs and make presentations to schools and private sector agencies on employment opportunities.
9. Review all departmental forms and documents for compliance with city rules and regulations, completeness and accuracy.

When Assigned to Human Resources Employee Relations Division/FMLA

1. Provide information and assistance to employees and City managers regarding Family Medical Leave Act.
2. Respond to questions regarding Family Medical leave and related issues, such as coding of time, donated leave, and transfer to physical layoff.
3. Serve as the Family Medical Leave Coordinator for the City of Albuquerque which involves processing Family Medical Leave Requests (i.e., answers questions, handles routine problems, performs audits, processes paperwork, researches FMLA usage by employees, and maintains files).

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in public administration or business administration; **and**

Three (3) years of human resources experience in at least two (2) of the following areas:

- staffing/recruiting
- onboarding
- employee/labor relations
- training
- benefits administration
- processing employment transactions

ADDITIONAL REQUIREMENTS:

Dependent on position may require a valid New Mexico Driver's license and a City Operator's

Permit (COP).

When assigned to Aviation:

Dependent on position may require a valid New Mexico Driver's license and a City Operator's Permit (COP).

Must be able to successfully qualify for and maintain a Sunport Access Control Card as determined by the criteria set forth by the policies and guidelines of the Aviation Department and the Transportation Security Administration (TSA).

Successful completion of a security background check conducted by U.S. Customs & Border Protection, if applicable.

PREFERRED KNOWLEDGE:

- Operational characteristics, services and activities of human resources program
- Principles and practices of human resources
- Employment law and hiring practices
- Pertinent Federal, State and local laws, codes and regulations
- English usage, spelling, grammar and punctuation
- Modern office procedures, methods and equipment including computers
- Human Resources Information Systems
- Researching/data collection methods to compile a variety of reports
- Data management and tracking
- Computer software within assigned area

PREFERRED SKILLS AND ABILITY:

- Interpret and apply general human resources policies and procedure applicable to the City of Albuquerque
- Apply a variety of policies, procedures and regulations affecting assigned functions
- Operate a variety of modern office equipment including computers
- Maintain confidentiality of work
- Prepare and maintain a variety of reports; analyze and interpret report results
- Utilize Human Resources Information Systems
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

Environmental:

Office environment, exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.