

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Human Resources Senior Analyst

DEPARTMENT: Human Resources

E-PLAN

SG:E2-8

CS:N

FLSA:N

EEO4CODE:PR

JOB SUMMARY:

Performs professional and analytical duties in several Human Resources functional areas. Serves as team lead for assigned collective bargaining agreements and represents the City in advising managers and staff on employee relations, contract/policy interpretation and related human resources matters. Provides advice and consultation on disciplinary and grievance matters including responding to and resolving employee and bargaining unit grievances and difficult employee relations issues. Represents the City in formal hearings. Conducts analyses and participates in developing bargaining strategies and agreements on behalf of the City. Serves as chief spokesperson, or City advisor to chief spokesperson, during negotiations of assigned labor agreements.

SUPERVISORY RELATIONSHIP:

Reports to the Human Resources Manager. Work is performed under general supervision and the guidance of applicable federal, State and local statutes, regulations, policies, procedures, Civil Service and contractual agreements. Coordinates work with other Human Resources Analysts. May serve as lead on assigned projects, including assigning work to project team members, providing feedback and input into performance appraisals.

ESSENTIAL FUNCTIONS OF THE JOB:

Labor Relations

1. Participates in the development of strategy for labor contract negotiations; researches and develops contract proposals; identifies City bargaining and unit issues and interests; advocates on behalf of the City's interests.
2. When designated as lead spokesperson, negotiates, or assists in negotiating collective bargaining agreements on behalf of the City, including developing Letters of Agreement and Memorandum of Understanding.
3. Takes the lead in administering assigned public safety collective bargaining agreements; provides interpretation of labor contract terms and requirements to managers and employees; advises and provides assistance to the City on sensitive and difficult employee or labor relations matters, including grievances and arbitration procedures and processes. Assists City in negotiation and settlement of issues.
4. Researches and supports City preparation and response to interest and other arbitration; may be requested to go to arbitration hearings, Public Employees Relations Commission (PERC) or court.

Account Manager

5. Serves as Human Resources Account Manager for assigned departments; advises managers and supervisors on employee relations processes to ensure compliance with rules, policies and procedures; researches and develops recommendations regarding employee relations procedures, issues and cases; assists in the resolution of disputes through a variety of resolution options; advises managers and supervisors on discipline, employee performance and other related personnel issues.
6. Develops and maintains effective working relationships with stakeholders, including Executive Office, City Council, and assigned City departments.
7. Researches and interprets federal, state and City policy and other laws, rules and regulations related to human resources and advises management and employees on policies, laws, rules and regulations that may affect their operations.

ADDITIONAL WORK PERFORMED:

1. Perform all the duties of the Human Resources Analyst.
2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**Knowledge in:**

- Principles and practices of labor relations, including negotiations and contract administration practices, and developing human resources trends, especially as they apply to the areas of employee and labor relations.
- Principles and practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, employee development and performance planning and appraisal.
- Working knowledge of federal and State employment and labor law, Civil Service Rules, and City human resources policies and procedures and the ability to interpret and explain to others complex guidelines, codes, labor contracts, regulations, policies and procedures.

Skill in:

- Using spreadsheets, word processing, and database management software.
- Excellent writing skills for reports, correspondence, case summaries, policies, findings of fact, class specifications, test construction, and other human resources applications.
- Communicating tactfully with superiors, peers, other government agency representatives and the general public.
- Excellent oral communications skills with groups and individuals. Strong public presentation skills.
- Management skills including problem analysis and decision-making, strategic and project planning and organizing, interpersonal sensitivity, adaptability/flexibility, tolerance for ambiguity, stress tolerance, maintenance of composure, time management and the ability to solve problems with and for individuals and groups.

Ability to:

- Participate in and contribute to the development, implementation and administration of comprehensive employee and labor relations programs.

- Represent the City effectively in dealings with employees and employee organization representatives on a variety of labor relations and collective bargaining issues.
- Establish and maintain effective working relationships with department managers, the Civil Service Commission, public officials, employees and their representatives, job applicants, the general public and Human Resources staff.
- Collect, compile, and analyze complex information and data.
- Prepare clear, concise accurate and persuasive reports, correspondence, analytical studies and other written materials.
- Conduct research, both conceptual and statistical, and writing skills for policies, reports, and other documents in support of the development and enhancement of the City's personnel system.
- Explain and interpret for others complex guidelines, codes, regulations, policies and procedures.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently remain stationary for long periods of time;
 - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. May be exposed to stressful situations and individuals who are angry or hostile. Travel to and from City facilities on a daily basis required. Some travel to professional meetings required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Human Resources, Business Administration, Public Administration or a related field.
- Four years of experience in a comprehensive human resources program in a unionized environment.
- Three years of progressively responsible experience in public safety labor relations and negotiations. Experience as lead spokesperson preferred.

OR

- Bachelor's degree in Human Resources, Business Administration, Public Administration or a related field.
- Three years of experience as a Human Resources Analyst at the City of Bellingham.
- Three years of experience in labor relations and negotiations as second chair at the City of Bellingham.

AND

- Demonstrated experience and ability in analytical research and labor contract costing required.
- Professional in Human Resources or Senior Professional in Human Resources (PHR/SPHR) designation preferred.
- Experience in classification/compensation preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent on passing a criminal background check.

PREPARED BY: K. Luxtrum
2/15

REVIEWED BY: _____
KayCee Luxtrum
Human Resources Manager