

**Palos Verdes Library District  
Human Resources Analyst  
Job Description**

Salary Range: 54

Last Reviewed: March 9, 2017

**PURPOSE**

The Human Resources Analyst, under general supervision, performs a variety of professional functions related to the development and administration of human resources programs and services. The Human Resources Analyst analyzes and administers PVLD's human resources systems, such as recruitment, selection, employee orientation, performance management, safety training, workers' compensation and personnel recordkeeping. The Human Resources Analyst plays a key role in supporting effective employee relations, supports PVLD's labor negotiations and related activities, and provides complex professional human resources assistance to PVLD management and staff..

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

**Essential duties include, but are not limited to, the following:**

**Recruitment and Selection**

- Administer PVLD's recruitment processes.
- Create job postings.
- Administer online recruitment system.
- Develop strategies for advertising vacancies.
- Work with hiring managers to develop selection criteria, supplemental questions, and interview questions.
- Review applications against minimum requirements.
- Schedule interviews.
- Participate in interviews where appropriate.
- Create employment offer letters.
- Conduct reference checks.
- Work with 3<sup>rd</sup> party providers to obtain background checks and medical assessments.
- Orient new employees to PVLD's culture and human resources administrative systems and processes.
- Conduct exit interviews with employees who resign or retire and compile the results for use by management.

**Classification and Compensation**

- Ensure all PVLD positions have current classification and job descriptions.
- Recommend changes to classification and job descriptions.
- Post approved classification and job descriptions on PVLD website for public access.
- Conduct classification and total compensation surveys to ensure PVLD is competitive with benchmark agencies.
- Recommend salary range and step assignments for positions.

**Performance Management**

- Administer PVLD's performance review system.
- Provide reports of pending and overdue performance evaluations.
- Advise Supervisors on employee performance and disciplinary issues. Ensure necessary documents are prepared and maintained to support disciplinary action.
- Prepare documentation to support disciplinary actions and processes in accordance with legal requirements and PVLD's policies.
- Support Supervisors in the implementation of disciplinary action where appropriate.

### **Personnel Policies/Compliance**

- Participate in the development of PVLD's personnel policies.
- Ensure PVLD's personnel policies and procedures are in compliance with all relevant Human Resources laws (e.g. EEO, ADA).
- Work with Payroll & Benefits Analyst to coordinate FMLA/CFRA and ADA entitlements for employees on medical leave.
- Advise Supervisors regarding accommodation of employees and patrons with disabilities.
- Ensure employees participate in legally mandated training (e.g. EEO).
- Administer PVLD's participation in the Liebert Cassidy Whitmore training program.
- Maintain PVLD's personnel policy manuals.
- Recommend policy changes to management.
- Prepare memos and other documentations to support policy changes.

### **Employee and Labor Relations**

- Support PVLD's efforts to sustain a positive workplace environment, enhance morale, and promote employee engagement.
- Develop and implement activities to enhance employee morale.
- Develop and implement methods to recognize and celebrate employee achievements and service milestones.
- Respond promptly and courteously to employee questions and concerns.
- Conduct investigations and prepare recommendations arising from employee concerns and complaints.
- Conduct studies, prepare, and analyze external data to support PVLD's collective bargaining efforts.
- Participate in meetings with employee/union representatives as requested by the District Director.

### **Worker's Compensation**

- Administer PVLD's Worker's Compensation program.
- Serve as the primary contact with PVLD's Worker's Compensation insurer.

### **Safety**

- Develop and administer PVLD's Injury and Illness Prevention Plan.
- Administer incident-reporting system.
- Investigate incidents (includes reviewing video footage).
- Track patron incidents and in consultation with District Director and others, determine appropriate response.
- Initiate, administer, and track suspension and restoration of patron library privileges.
- Administer PVLD's online safety training program.
- Administer safety training such as First Aid/CPR, etc.

### **Personnel Administration**

- Ensure personnel files are up-to-date and include all required HR documents (e.g. offer letters, promotion letters, performance evaluations, job and classification descriptions, disciplinary actions and supporting documents, etc.).
- Maintain the Human Resources page on the PVLD website.

### **Other**

- Act as a certified passport agent; processes passports, such as collecting documents and information required by the National Passport Office; performs all administrative functions related to passport processing, such as photos, mailing, postage, and completing transmittal reports.
- Maintain and publish the PVLD staff telephone directory.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and District staff, in person and over the telephone.

- Management principles and practices, including goal setting and program development, implementation, and evaluation.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Principles, practices, and procedures of occupational health and safety management and program administration.
- Applicable federal, state, and local laws, codes, and regulations.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the area of assignment.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

**Ability to:**

- Plan, organize, administer, coordinate, review, and evaluate a comprehensive public agency human resources program.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards for the human resources division.
- Administer programs, policies, and procedures.
- Provide for the selection, motivation, and work evaluation of staff.
- Provide for the training and professional development of staff.
- Develop and implement goals, objectives, policies, procedures, and work standards and internal controls for the department.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education, License, and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

A degree from an accredited four-year college or university with major coursework in business or public administration, human resources, public safety, risk management, or a related field and four (4) years increasingly responsible administrative experience in designing, developing, and implementing human resources programs. Experience in unionized professional workplaces and/or with public sector workplaces is desirable. Certification as a Professional in Human Resources from the Society of Human Resource Management is desirable. Must possess and maintain a valid California class C driver's license and have

a satisfactory driving record.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

May be required to work flexible schedules including evenings, weekends and holidays.