

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING DEPARTMENT HUMAN RESOURCES ANALYST - 1366

DEFINITION:

Under direction, to supervise a professional human resources staff in one or more departments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Confers with department management and others to determine the department's human resources needs;
- Provides guidance, training, and assistance to department management and employees on human resources issues with emphasis on modified duty programs, employee relations, discipline, and investigations;
- Coordinates, assigns, trains, and evaluates the work of professional human resources staff;
- Reviews and evaluates the work performance of professional human resources staff;
- Serves as a department liaison to Personnel, Risk Management, Human Resources, and labor organizations;
- In conjunction with Human Resources, develops complex department programs and conducts training related to equal employment opportunity (EEO), Sexual Harassment Prevention, Threat Management, and the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Act (PDA);
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), Department Instructions, and Federal and State laws and legal guidelines;
- Assists in the development of position classification requests for submission to the Personnel Department;
- Conducts special studies and investigations;
- Conducts interviews;
- Prepares difficult disciplinary documents;
- Conducts fact findings;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units), **AND** four years of full-time professional human resources experience. Qualifying experience must include responsibility for conducting professional-level studies to identify problems and/or formulate recommendations in at least one of the following functional areas: labor relations/negotiations; reviewing, developing, and conducting selection/interview processes; interpretation of administrative or personnel regulations to the public, management, and/or employees; organizational effectiveness and productivity studies; administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; and/or misconduct/equal employment opportunity fact finding or similar investigations.