

CITY OF CHATTANOOGA
CLASS SPECIFICATION: Human Resources Analyst

Department: Human Resources

Pay Grade: GS.10

**Supervision Received From: Dir Total Rewards; Dir HRMS
& Employment Svcs**

FLSA Status: Exempt

Established: 12/01/21

Supervisory Responsibility For: None

**Revision Dates: 4/2/25;
9/30/24; 10/20/23; 1/13/23**

CLASSIFICATION SUMMARY:

Incumbents in this job classification perform and coordinate tasks supporting established programs and/or operations independently; ensure compliance and adherence to applicable policies, procedures, guidelines and regulations, assigned responsibilities; routinely use independent judgment in planning work and making decisions; refer complex or unusual situations to supervisor or appropriate person. Receives general supervision.

SERIES LEVEL:

The Human Resources Analyst is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Performs professional level work involving a variety of specialized assignments to support assigned human resources functional areas, divisions or projects; ensures compliance and adherence to applicable policies, procedures, guidelines and regulations related to the areas of responsibility; provides support on matters of human resources data, policy, procedures and regulations to all levels of City employees; does related work as required.

Contributes to system decision-making, scoping, and arranging HR system projects in support of the overall HR strategy.

Collects and compiles HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, competitors practices, and other sources.

Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, and compliance with employment laws and regulations.

Prepares reports of data results, presenting, and explaining findings to HR leadership.

Identifies and recommends reasonable short- and long-term goals, milestones, and benchmarks for key performance metrics.

Based on metrics and analysis, the Human Resources Analyst makes recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance.

Gather and disperse government labor statistics, new employment regulations, and labor laws.

Educate employees about City's policies and HR practices.

May assist HR leadership with staffing, recruiting, and departmental budgets.

Facilitates implementation of new training, development, recruiting, and other related initiatives.

Calculate benefits costing and complete related monthly, quarterly, and annual summaries/reports/updates within the requirements of funding source.

Ensures compliance with data privacy regulations and best practices.

Participates in the annual budgeting process which may include reviewing and analyzing past, present and projected expenditures and revenues; monitoring budget expenditures.

Analyzes, coordinates, reconciles and validates a wide variety of financial data, information and reporting, including accounts receivables, accounts payable, budget line items, payroll and employee data, position control, billings, revenue and fee collection, purchasing card statements, transaction ledgers, purchasing, capital budgets and related fiscal areas; monitors and analyzes projects, functions, programs and/or other related areas for fiscal compliance.

Reviews, recommends, and implements changes to standard operating procedures and policies related to fiscal activities and processes.

Coordinates tracking of departmental assets.

Engages in job analysis, job evaluation, job audits, and salary reviews to maintain pay equity and an effective classification system and documentation of the classification system in accordance with established policies, procedures, ordinances, and State and Federal regulations.

Develops, designs, and conducts annual salary and/or benefit surveys, which includes analyzing data and preparing recommendations and reports regarding adjustments to pay structures, internal equipment, and the implementation of new pay systems.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, Human Resources or related field and three (3) years of progressively responsible human resources experience in functional areas such as data analytics, staffing, and classification/compensation; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

PHR, SPHR or similar HR-related certification preferred.

KNOWLEDGE AND SKILLS:

Considerable knowledge of employment laws, human resources administration and functional areas; considerable knowledge of City operations, policies, procedures and regulations; demonstrated sound logic and reasoning skills with the ability to research, understand, accurately interpret and apply, and effectively communicate human resources program and service information, rules, regulations, policies and procedures specific to assigned functional area/division.

Ability to make sound decisions relative to assigned area; coordinate functional area/division specific tasks; proactively identify problems and opportunities, propose effective solutions and implement approved solutions; effective presentation skills with the ability to research, revise, update and/or develop new presentations. Communicate effectively, both orally and in writing, clearly and concisely; basic knowledge of statistical principles; research a variety of data and to prepare detailed statistical reports; basic project management skills; proficiency in the use of personal computers and/or automated systems with the ability to enter, retrieve and analyze data and prepare reports; demonstrated proficiency in working with Excel spreadsheets, databases and other common business software products.

Proficient use of department and division specific specialized systems; ability to create and maintain technical and confidential records; establish and maintain effective working relationships with City officials, employees at all levels, the public and vendors relevant to assigned functional area/division; work independently with general supervision to manage own workload and priorities and complete assignments as required; excellent customer service skills; tact; and courtesy.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.