

SENIOR EMPLOYEE RELATIONS ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, organizes, coordinates, and performs difficult and complex professional, technical, and confidential work required to administer employee relations programs and employee engagement efforts and projects, including employee investigations, contract negotiations, developing cost proposals, and administering labor relations agreements. Assists in developing, planning, and directing the City's positions and policies for inclusion in memoranda of understanding; performs research and analysis; provides highly complex and responsible support to the Director of Human Resources and Risk Management and other City management staff in areas of expertise and performs related work as required.

CLASS CHARACTERISTICS

This is a single advanced-level position responsible for performing complex research and analysis work in support of the administration of employee and labor relations and other human resources programs that are diverse and complex in scope where analysis of data and situations require evaluation of many factors and implications with a broad impact on the organization. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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

- Prepares cost analyses of union and management proposals and counterproposals, alternative scenarios, and offers data-driven insights to inform negotiation in consultation with the Director of Human Resources, Finance Department, and various City bargaining units.
- Provides advice and support to City staff during negotiations and serves as a resource during negotiation sessions; prepares briefing materials, clarifies contract provisions, and offers data-driven guidance on proposals.
- Prepares clear and comprehensive summaries of negotiation progress for Closed Council Sessions; translates complex financial analyses and costing data into accessible, plain-language narratives; ensures Council receives accurate context, key decision points, and detailed explanation of fiscal impacts, while maintaining confidentiality and supporting informed policymaking.

- Interprets MOUs in relation to specific employee situations and applies contractual language to real-world scenarios; prepares clear written guidance and provides verbal consultation to departments to ensure consistent understanding and application of negotiated provisions.
- Advises supervisors regarding employee performance management and corrective actions, including MOU-specific language, discipline and dismissal actions.
- Conducts sensitive internal investigations and management of complaints and grievances.
- Prepares extensive personnel related analytical and statistical studies and research projects in support of annual budget and finance reporting such as compilation and validation of position, staffing, salary, and benefits data and preparation of salary and benefit cost projections; conducts and coordinates special studies or projects pertaining to organization development, staffing, training, and other organizational issues.
- Identifies and evaluates opportunities to improve the efficiency and effectiveness of selected programs and operations; formulates recommendations and implementation plans for solutions to administrative, management and operational problems and issues.
- Assists with ensuring compliance with federal, state, and funding agency regulatory and reporting requirements and applicable laws, regulations, and professional practices.
- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of employee/labor relations in a public agency setting, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and techniques of conducting investigations, studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Advanced principles and procedures of research, statistics, planning, design, methodology and analysis.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research projects on a wide variety of topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting labor and employee relations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Experience and Training Guidelines:

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:

Experience:

Five (5) years of experience in professional human resources administration, labor and employee relations, or a related field.

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, pre-law, political science, or a related field. A Master's degree in a related field is highly preferred.

Licenses and Certifications:

- Possession of a valid California Driver's License with a satisfactory driving record to be maintained throughout employment.
- Certification as SHRM CP or SCP or HRCI PHR or SPHR is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; 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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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.