



Office of Human Resources  
HR Data Analyst Senior - VA3024  
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### General Statement of Duties

Plans, researches, and conducts analytical projects to produce meaningful HR metrics and data for City leaders.

### Distinguishing Characteristics

This class is part of the Human Resources Data Analyst job series. This job series encompasses the following job classifications and a summary of their essential job function is as follows:

- Human Resources Data Analyst: This job is the first level of a two-level series. The essential function of this job is to analyze and report on a wide variety of HR related data and information. This includes the development and modification of pre-employment assessments by consulting with client subject matter experts and conducting validation studies including minimum qualifications, tracking test data, generating reports, and training others on assessment rating processes.
- Senior Human Resources Data Analyst: This job is the second level of a two-level series. The essential function of this job is to analyze and report on a wide variety of complex HR related data and information. This includes planning, researching, and conducting analytical projects to produce meaningful HR metrics and data for City leaders.

### Essential Duties

Strategize with agencies and Talent Acquisition staff on both short term and long term pre-employment assessment needs

Evaluate and advise agencies and OHR leadership on various forms of assessment, including validity, effectiveness, cost, and legal defensibility.

Oversee the design and administration of the citywide pre-employment assessment program. Create and review procedures to ensure compliance with Career Service Rules while meeting the needs of agencies, recruiters, and applicants.

Evaluate assessment accommodation requests based on the Americans with Disabilities Act. Consider the impacts to test validity and security when determining a reasonable accommodation.

Conduct job analyses and test validation studies to verify the appropriate use of pre-employment assessments.

Consult with other areas of OHR to ensure alignment of assessment content to other initiatives, such as employee development courses, employee engagement efforts, and customer service initiatives.

Identifies, implements and manages vendor relationships, negotiates terms, reports on vendor effectiveness. Facilitates RFP process for new vendors or services.

Facilitates project meetings, tracks and reports progress.

Designs and implements training, policies and processes for the city. Consults with leadership on progress and tracks effectiveness.

Serves as an internal consultant to solve operational performance issues, provides technical assistance to colleagues and/or managers, and ensures consistency and equity in both policy and practice.

Fulfills unique adhoc requests for HR related data analysis/analytics projects that fall outside of regularly scheduled reports and analytics.

Conducts unique, controversial, and/or complex projects/assignments with undefined parameters in order to resolve exceptionally sensitive, viable, and/or controversial issues and understands the broad implications and long range impacts to the city and/or department.

Develops unique, project specific tools to collect data. Performs data collection and analysis pertaining to a broad range of complex human resources management related problems, issues, and situations and writes reports on recommended course of action.

Presents findings and recommendations to department managers and/or boards/commissions to gain support and approval of proposed recommendations and implementation strategies. Supports process improvement efforts.

Cultivates, fosters, and maintains positive working relationships with managers, supervisors, employees, and other stakeholders to gain their cooperation and support in assigned projects/studies.

By position, performs lead work over professional human resources employee and/or supervises technical and clerical positions, provides guidance and technical support, and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Customer Service** – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Decision Making** – Makes sound, well-informed, and objective decisions, perceives the impact and Implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

**Information Management** – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Arithmetic/Mathematical Reasoning** - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Knowledge & Skills**

Knowledge of data collection and analysis techniques.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Skill with online survey administration programs.

Ability to analyze large, complex data in many forms to identify costs, trends, forecast program needs, and create predictive models.

**Level of Supervision Exercised**

By position, performs lead work and/or supervises human resources staff.

**Education Requirement**

Bachelor's Degree in Business Administration, Human Resources, or a related field.

**Experience Requirement**

Five (5) years of professional human resources experience.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Oral Comprehension: Ability to discern the meaning of oral speech.

Sitting: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** EX-12  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**