



Office of Human Resources
HR Data Analyst - VA3022
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General Statement of Duties

Performs administrative and professional work organizing the administrative and technical aspects for a program area(s), develops and establishes work processes and procedures to deliver program services, evaluates effectiveness of program services and efficiency of processes, and implements prescribed program guidelines and objectives.

May include a variety of programs such as: pre-employment assessments, onboarding, analytics, and more.

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

Analyze and report on a wide variety of human resources related data and information.

Recommends operational process improvements to streamline programs for the city.

Consults with client group subject matter experts to review existing pre-employment tests and requests for new tests/assessments. Conducts job analyses to establish essential job duties, and required knowledge, skills, abilities, and other characteristics.

Researches, collects, and compiles information on assessment practices from various sources including trends, related laws, policies, procedures, methods, and/or practices, to explore possible alternatives/solutions and the feasibility of recommended changes to assessment processes or content.

Conducts validation studies for new or existing assessments and documents finding in a validation report.

Reviews assessment processes and makes recommendations for standardization and streamlining.

Analyzes assessment data to provide information and recommendations to OHR leadership.

Assists in establishing criteria to determine whom the appropriate subject matter expert (SME) raters are for an assessment or test. Develops and delivers SME rater training/certification to prepare raters.

Identifies and recommends metrics to evaluate assessment effectiveness and impact.

May oversee special projects and programs involving HR policy, practice, procedure and business process workflows.

Identifies key project stakeholders and drives change management techniques through all project, program and policy changes.

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.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

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.

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 job analysis and test validation techniques.

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

Skill in statistical analysis related to testing validation.

Ability to analyze basic to moderately complex data to identify costs and trends.

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

Two (2) years of experience in a human resources analytics environment.

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.

A combination of appropriate education and experience may be substituted for the minimum education and 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-10

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: