



ATTACHMENT 7

City of Manteca SENIOR HUMAN RESOURCES ANALYST

Class Spec Code	###	Established Date	February 3, 2026
Occupational Group	Unrepresented/ Confidential Employees' Unit (CEU)	Revision Date FLSA	Exempt

DEFINITION

Under general direction of the Director of Human Resources performs highly responsible, complex, and confidential professional work in the administration of human resources programs and services. Areas of assignment may include Employee and Labor Relations, Recruitment and Selection, Benefits Administration, Classification and Compensation, and Safety and Risk Management. The Senior Human Resources Analyst serves as a subject-matter expert, provides advanced technical and analytical expertise, may be assigned to lead the work of others, leads major projects, interprets policies and regulations, and develops recommendations for citywide human resources programs and initiatives.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and/or lead level classification in the Human Resources Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing professional, technical, and confidential work required to administer human resources

programs including recruitment, testing, and selection, classification, compensation, benefits administration, and employee and labor relations; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards, and timeline expectations are met.

- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Develops and implements sound recruitment, testing, and selection processes, including evaluating recruitment materials and sources, administering all phases of the examination process, and assisting hiring departments with the employee selection process; develops and implements background investigative policies and procedures and oversees and conducts background investigations; ensures equal employment opportunity for all candidates; maintains background investigation and records management databases; tracks fingerprinting activity for applicants.
- Performs job analysis and classification studies of new and existing positions; develops new classification concepts and specifications as necessary based on classification study and analysis procedures; alters existing classification specifications as necessary; conducts compensation studies for new and existing classifications, determines appropriate internal and external comparators, makes recommendations, and participates in the development, implementation, and administration of compensation strategies and programs, and classification plans; responds to external compensation surveys.
- Participates in benefits administration including, researching and analyzing benefit plan changes; assists with implementation of new benefits programs; acts as a liaison to various third-party benefits administrators and health carriers.
- Conducts surveys, compiles data, and performs statistical analyses on administrative, human resources and operational problems or issues; makes recommendations to the Director of Human Resources and/or Human Resources Manager for operational efficiencies; prepares monthly, quarterly, and year-end human resources reports.
- Participates in employee and labor relations activities; provides advice and counsel to department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, contracts application, and the administering of grievances; reviews performance evaluations for consistency and makes recommendations; investigates employee complaints; conducts workplace investigations; responds to grievances and administers disciplinary actions; works closely with management on issues that require resolution or contract clarification; prepares and collects data used in negotiations and explains methodology and findings as appropriate.
- Assists with administering the City's long-term disability program by reviewing and processing claims, calculating supplemental leave payments, completing required employer documentation, and monitoring payroll status to ensure compliance with

City policy. Provides advanced leadership and technical expertise in the City's safety and risk management operations, including workers' compensation, liability administration, insurance renewals, and coordination of claims involving damaged City property.

- Coordinates and participates in safety inspections, training, and accident-prevention activities; assists departments with compliance related to California Occupational Safety and Health Administration (Cal/OSHA) requirements.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, testing, and selection, classification, compensation, benefits administration, and employee and labor relations.
- Principles and practices of employee benefit insurance programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Lead and participate in the administration and coordination of comprehensive human resources programs and services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

➤ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

➤ Use tact, initiative, prudence, and independent judgment within general and legal policy and procedural guidelines.

➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Education:

➤ Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resource management, business or public administration, employee relations, industrial psychology, or a related field.

Experience:

➤ Three (3) years of increasingly responsible professional human resources administration experience in a comprehensive human resources program/department in a municipal or similar setting.

Licenses and Certifications:

➤ Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle and visit City sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas 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 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 divisional policies and procedures.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).