

# Water Authority Position Description

## HUMAN RESOURCES ANALYST II

Status	Position Code	Level	Date
APPROVED	HRA2	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PERFORM PROFESSIONAL HUMAN RESOURCE FUNCTIONS FOR THE WATER AUTHORITY INCLUDING RECRUITMENT, EMPLOYMENT, CLASSIFICATION, COMPENSATION, INSURANCE AND BENEFITS, SUBSTANCE ABUSE PROGRAMS, LABOR RELATIONS, AND EMPLOYEE CONFLICTS RESOLUTION CONSISTENT WITH FEDERAL, STATE AND LOCAL LAWS REGULATIONS AND LABOR CONTRACTS. ASSIST WATER AUTHORITY EMPLOYEES AND THE PUBLIC WITH INFORMATION REGARDING WATER AUTHORITY HUMAN RESOURCE ACTIVITIES, POLICIES AND PROCEDURES. IMPLEMENT PROGRAM COMPLIANCE WITH APPLICABLE LAWS RULES AND REGULATIONS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN HUMAN RESOURCES, PUBLIC ADMINISTRATION, BUSINESS MANAGEMENT, LABOR RELATIONS OR A RELATED FIELD, PLUS FOUR (4) YEARS OF PROFESSIONAL HUMAN RESOURCE GENERALIST EXPERIENCE TO INCLUDE EXPERIENCE IN: COMPENSATION AND CLASSIFICATION, JOB AND MARKET ANALYSIS, WAGE AND SALARY ADMINISTRATION; DISCIPLINE, SUBSTANCE ABUSE COORDINATION, LABOR RELATIONS, PERFORMANCE APPRAISALS; RECRUITMENT, SELECTION AND RETENTION; AND BENEFITS AND INSURANCE ADMINISTRATION.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE. PHR OR SPHR CERTIFICATION PREFERRED

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM UPPER LEVEL MANAGEMENT STAFF  
PROVIDES DIRECTIONS TO STAFF IN RELATIONS TO HR FUNCTIONS.

**ESSENTIAL FUNCTIONS**

1. ADVISES SUPERVISORS AND MANAGERS ON A VARIETY OF HUMAN RESOURCES POLICIES AND FUNCTIONS, SUCH AS RECRUITMENT AND SELECTION, DISCIPLINE, WORKERS COMPENSATION AND ADA ISSUES, SUBSTANCE ABUSE MONITORING, CLASSIFICATION AND COMPENSATION.
2. ADMINISTERS AND/OR MONITORS ACTIVITIES ASSOCIATED WITH THE RECRUITMENT AND SELECTION PROCESS. REVIEW QUALIFICATIONS OF APPLICANT SELECTED TO ENSURE QUALITY OF HIRE, REVIEW RECOMMENDED SALARY AND SUBMIT REQUEST FOR HIRE PAPERWORK FOR APPROVAL. PARTICIPATES IN INTERVIEW PROCESS AS NEEDED.
3. ADVISES SUPERVISORS OF POLICIES AND PROCEDURES THAT COVER WORK-RELATED INDUSTRIAL INJURIES. WORK WITH DIVISIONS ON CREATING LIGHT DUTY ASSIGNMENTS FOR EMPLOYEES INJURED ON THE JOB. REPRESENTS THE WATER AUTHORITY AT WORKERS COMPENSATION HEARINGS.
4. SERVES AS THE PRIMARY CONTACT TO RESPOND TO QUESTIONS FROM STAFF AND MANAGEMENT REGARDING ADA COMPLIANCE AND ACCOMMODATION REQUESTS. EVALUATES, RESEARCHES AND ADMINISTERS EMPLOYEE REQUESTS FOR WORKPLACE ACCOMMODATIONS TO ADVISE HR MANAGER. MAY FACILITATE AND PARTICIPATE IN THE INTERACTIVE PROCESS TO IDENTIFY AND ASSESS OPTIONS FOR PROVIDING REASONABLE ACCOMMODATIONS AND ACCESS TO ELIGIBLE EMPLOYEES IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND OTHER DISABILITY LAWS.
5. INVESTIGATE, ASSIST AND/OR PROVIDE GUIDANCE IN EMPLOYEE MISCONDUCT. ANALYZE FACTS AND EVIDENCE GATHERED IN MISCONDUCT INVESTIGATIONS AND RECOMMEND APPROPRIATE ACTION. MONITOR DISCIPLINE REQUESTS IN THE PCA SYSTEM TO ASSURE TIMELINES ARE PRESERVED. PARTICIPATE IN HEARINGS AS REQUIRED FOR DISCIPLINE, UNEMPLOYMENT CLAIMS AND LABOR RELATIONS.
6. WORK CLOSELY WITH DRUG AND ALCOHOL TESTING VENDOR REGARDING THE COLLECTION, TESTING AND RESULTING PROCESS IN COMPLIANCE WITH ALL FEDERAL REGULATIONS. NOTIFY DEPARTMENT CONTACTS OF EMPLOYEE(S) SELECTED FOR RANDOM TESTING.
7. MAINTAIN SUBSTANCE ABUSE PROGRAM FILES, GENERATE RANDOM TESTING DATA, ENSURE DRUG AND ALCOHOL TESTING RESULTS HAVE BEEN CORRECTLY ENTERED INTO DATABASE. ENSURE VENDOR BILLING ACCURACY AND PAYMENT.
8. COORDINATE AND WORK WITH MANAGEMENT ON COMPENSATION AND CLASSIFICATION ISSUES; REVIEW ORGANIZATIONAL FUNCTIONS AND STRUCTURE, PROVIDE INPUT AND RECOMMENDATIONS ON HOW BEST TO ACHIEVE GOALS AND OBJECTIVES, AND ASSIST IN ACHIEVING AND IMPLEMENTING A COURSE OF ACTION.
9. PARTICIPATE IN AND CONDUCT COMPENSATION STUDIES; REVIEW AND ANALYZE JOB DESCRIPTIONS; UPDATE OR WRITE FINAL JOB DESCRIPTIONS, AND DETERMINE APPROPRIATE CLASSIFICATION LEVEL PROVIDE SALARY AND JOB INFORMATION TO OUTSIDE ORGANIZATIONS, OBTAIN AND EVALUATE LABOR MARKET DATA, ANALYZE INTERNAL SALARY RELATIONSHIPS AND RECOMMEND PAY RANGES.

10. MONITOR BENEFITS PLAN ACTIVITIES AND PREPARE REPORTS ON OPERATIONS AND ACTIVITIES. ANALYZE BENEFIT PLAN PERFORMANCE TO RECOMMEND PLAN CHANGES, REVISE PROCESSES AND OPTIMIZE PLAN EFFICIENCY AS APPROPRIATE. MAINTAIN CONTRACTS WITH CITY OF ALBUQUERQUE, 457 AND 401A PLAN ADMINISTRATORS AND OTHER BENEFITS PROVIDERS IN COLLABORATION WITH PURCHASING OFFICE. PARTICIPATE IN BILLING ACTIVITIES, INCLUDING RECONCILIATION OF EMPLOYEES COVERED TO BENEFITS PAID.

11. OVERSEE AND MONITOR THE EMPLOYEE BENEFITS AND RETIREMENT PROGRAMS; ENSURING COMPLIANCE WITH ELIGIBILITY AND TIMELY AND ACCURATE REIMBURSEMENTS. PROVIDE RETIREMENT AND BENEFITS COUNSELING TO EMPLOYEES. COORDINATE WITH HR ANALYST I RESPONSIBLE FOR ADMINISTERING THE BENEFITS PROGRAM.

12. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES, POLICIES AND PROCEDURES, UNION CONTRACTS, ADMINISTRATIVE INSTRUCTIONS AND THE AUTOMATION OF PROCESSES. DEVELOP AND PROVIDE TRAINING REGARDING HUMAN RESOURCES PROCEDURES INCLUDING BUT NOT LIMITED TO, EMPLOYEE PERFORMANCE APPRAISALS, DISCIPLINE AND GRIEVANCE PROCEDURE, AND SUBSTANCE ABUSE PROGRAM.

13. RESEARCH AND RESPOND TO VARIOUS REQUESTS AND INQUIRIES FROM DIVISIONS PROVIDING SUPPORT AND ASSISTANCE IN ALL HUMAN RESOURCES ACTIVITIES IN COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES AND REGULATIONS AND UNION CONTRACTS.

14. ASSURE THE ACCURACY OF PAPERWORK PROCESSED AND DATA ENTERED INTO SYSTEMS FOR PROPER AUDIT BACKUP AND CORRECT PAYROLL PROCESSING. PREPARE STATISTICAL REPORTS AND CORRESPONDENCE RELATED TO ASSIGNED AREA.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF HUMAN RESOURCE MANAGEMENT.

2. PARTICIPATE IN THE PREPARATION OF THE ANNUAL SUBSTANCE ABUSE TESTING REPORT TO THE DEPARTMENT OF TRANSPORTATION AND ASSIST IN RESPONDING TO FEDERAL AUDIT REQUESTS.

3. DEVELOP WRITTEN AND VIDEO COMMUNICATION FOR POSTING AT AUTHORITY WORKPLACES AND WEBSITE TO EDUCATE EMPLOYEES VARIOUS HUMAN RESOURCES RELATED ISSUES SUCH AS BENEFITS AND RETIREMENT.

4. MENTOR AND TRAIN OTHER HUMAN RESOURCE STAFF.

5. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A SUBSTANCE ABUSE PROGRAM  
PRINCIPLES AND PRACTICES OF A SUBSTANCE ABUSE PROGRAM  
CURRENT LEGISLATION AND REGULATIONS REGARDING SUBSTANCE ABUSE  
PRINCIPLES AND PRACTICES OF MEDICAL DRUG TESTING REVIEW  
PRINCIPLES OF BUSINESS LETTER WRITING AND BASIC REPORT PREPARATION  
PRINCIPLES AND PRACTICES OF RECORD KEEPING  
PRINCIPLES AND PROCEDURES OF EMPLOYEE COMPENSATION AND CLASSIFICATION  
PRINCIPLES AND PROCEDURES USED IN COMPENSATION SYSTEM DEVELOPMENT AND MAINTENANCE  
PRINCIPLES AND PROCEDURES OF EMPLOYMENT, RECRUITMENT, SELECTION AND RETENTION  
PRINCIPLES AND PROCEDURES OF HUMAN RESOURCE OPERATIONS AND ACTIVITIES  
APPLICABLE FEDERAL, STATE AND LOCAL LAWS, POLICIES AND REGULATIONS  
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPLEX HUMAN RESOURCE INFORMATION SYSTEMS (HRIS)  
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION

### **PREFERRED SKILL/ABILITY**

PROVIDE RESPONSIBLE ASSISTANCE IN MONITORING A SUBSTANCE ABUSE PROGRAM  
ENSURE PERIODIC DRUG TESTING ACCORDING TO ESTABLISHED GUIDELINES  
CONDUCT HUMAN RESOURCE FUNCTIONS AND ACTIVITIES IN THE AREA OF EMPLOYMENT, RECRUITMENT, SELECTION AND RETENTION AND/OR COMPENSATION AND CLASSIFICATION  
INTERPRET, EXPLAIN AND PRESENT MATERIAL OF A COMPLEX AND SENSITIVE NATURE  
LEARN AND APPLY PROCEDURES AND FUNCTIONS OF HUMAN RESOURCE AREA ASSIGNED  
MAINTAIN CONFIDENTIALITY OF WORK  
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION  
COMMUNICATE EFFECTIVELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK  
INTERPRET AND EXPLAIN WATER AUTHORITY'S RULES AND REGULATIONS

### **WORKING CONDITIONS**

OFFICE ENVIRONMENT, EXPOSURE TO COMPUTER SCREENS. OCCASIONAL VISITS TO WATER AUTHORITY SITES TO CLARIFY HUMAN RESOURCE MATTERS.

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING OR STANDING FOR PROLONGED PERIODS OF TIME.  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.