

MAJOR FUNCTION

This is technical and administrative work within the Human Resources and Workforce Development Department supporting personnel staffing and employee management efforts involving the review, research, analysis, and evaluation of investigative or other information, and managing the related data and records; or administrative and technical work maintaining employee, applicant and other Human Resource (HR) records, coordinating the production of documents in response to public records requests, overseeing the applicant intake and employment requisition processes, and assisting with Other HR administrative duties.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Acts as records custodian for all employee personnel files and records related to HR programs. Develops and implements departmental procedures and controls for records maintenance, including storage of documents. Serves as contact for public records requests or requests for documents in response to legal proceedings or administrative hearings. Safeguards, permits controlled access to, and protects the confidentiality of information collected, as is appropriate. . Implements and/or maintains databases for electronic management of information. Assists with conducting research and gathering and formatting data for reports..

Requests, receives, compiles, and analyzes applicant and employment sensitive information. As directed, liaises with the City Attorney's representative and department staff to present an HRWD recommendation relative to stated policy criteria and other relevant factors. Sorts and files accident and incident reports for tracking and trending purposes.

Responsible for the data collection and analysis of the City's HRWD statistical data. Performs research in the collection and analysis of data. Prepares and presents charts and graphs utilizing Tableau and other similar dashboard platforms that visually show business trends which impact current HRWD processes. Creates, updates, and maintains HRWD dashboards via Sharepoint site and other sites. Implements and/or maintains databases for electronic management of information. Assists with research, collection and analysis of other data related to special projects. Performs other related work as required.

Other Important Duties

May represent supervisor at meetings to furnish or obtain information. Attends training, reads materials, and uses other available avenues to keep abreast of developments generally and specifically related to area of responsibility. Serves on teams and committees as needed. Performs special projects as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Skills, and Abilities**

Knowledge of rules, regulations, and policies relevant to the administration of assigned functions. Knowledge of modern record keeping and recording methods. Knowledge of research and intelligence analysis techniques. Knowledge of sources of information and public records. Knowledge of the statutes, regulations, standards, and procedures relating to the maintenance, safeguarding, security, of public records. Knowledge of modern office practices and procedures. Knowledge of standard techniques as applied to the operation and maintenance of a records management system. Ability to reference and interpret the statutes, regulations, and standards relating to the maintenance, safeguarding, and security of public records. Ability to analyze, interpret, summarize, and evaluate

criminal justice system data. Ability to assess job applicant data and render eligibility decisions. Ability to write and verbally provide clear, concise, and accurate reports, investigative summaries, and memoranda resulting from information analyses. Ability to make independent decisions. Ability to maintain the confidentiality of sensitive information. Ability to maintain complete and accurate records. Ability to perform technical and administrative level work with minimum supervision. Ability to establish and maintain effective working relationships necessary to successful job performance. Ability to operate standard office equipment. Skills in the use of microcomputer applications, including PeopleSoft HR, Access, Excel, EDMS, and other applications and programs that are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, human resources, industrial relations, occupational health and safety, sociology, psychology, education, criminal justice, management information systems, or a related field; or possession of a high school diploma or equivalent recognized certificate and four years of staff or administrative experience that includes work in recruitment, personnel, management information systems, office or agency management, research and analysis, employee health and safety, or investigative work.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working extended hours for several days on short notice.

Established: 07-14-01

Revised: 04-15-04

03-28-09

02-19-10*

03-24-10

09-12-20

02-15-23

04-24-23