



# CITY OF PRESCOTT EMPLOYMENT OPPORTUNITY HUMAN RESOURCES ANALYST

Pay Grade: 68 Pay Range: \$23.45 to \$32.82 per hour DOE/Q plus benefits  
FLSA Status: Exempt (not eligible for over time)

Candidate of choice must have valid Arizona Driver's License & pass pre-employment drug test and criminal background check.

**Qualifications:** Education and/or experience equivalent to a Bachelor's Degree in Human Resources Management, Business or Public Administration or closely related area and three (3) years technical/professional Human Resources generalist work. Public sector and supervisory experience desirable.

Under general direction of the Human Resources Director, supervises Benefits Specialist, HR Assistant and volunteer, coordinates City recruitment processes, Human Resources programs and provides assistance to the Human Resources Director with various classification and compensation exercises, retirement, performance management, employee relations and provides general assistance to all levels of employees in a highly confidential, busy and customer service oriented environment.

**Tasks:**

Assists the HR Director with City employee/interpersonal relations and performance evaluation management by researching, interpreting, disseminating information and advising departments, resolving issues/problems and helping to facilitate solutions on personnel issues, City policies, rules and regulations, Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Age Discrimination in Employment Act, Title VII and other employment related laws and statutes.

Monitor and maintain day-to-day operation of classification and compensation system, tables, charts and program; conduct audits, prepare or revise job specifications and conduct compensation/salary surveys to determine salary range and market adjustments. Evaluate external and internal employment processes; provide technical assistance to ensure compliance with regulations. Perform recruitment processes to completion by planning and developing strategies (applicant tracking in HRIS system); prepare job announcements and descriptions; research professional organizations for best ad/website placement; review applications/resumes, and when requested by department, screen applications, proctor exams and tests, compile interview questions, schedule and participate in and advise interview panels on selection criteria and address questions regarding hiring decisions, conduct reference checks, make job offers and contact those not considered for positions; process personnel actions and new hire paperwork, enter new employees in payroll system and track new hire documents to completion; maintain eligibility lists.

May assist in day-to-day operation and maintenance of HRIS system, including generation of pay advices, workflow process and generation of reports; City volunteer coordination, employee recognition and other City events as needed; assist management and employees regarding programs, training and benefits; troubleshoot and resolve problems and concerns; maintain HR related certifications, and keep current on emerging Human Resources trends and programs through professional publications, organizations and training; serves as backup to Benefits Specialist and Director as needed.

**Knowledges, Skills, and Other Characteristics:**

- ✓ Knowledge of applicable Human Resources federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures; HIPAA, Title VII.
- ✓ Knowledge of specialized recruitment strategies for various types of positions.
- ✓ Knowledge of uses and applications of personal computers/software/web necessary to the standard practices of Human Resource management.
- ✓ Skill in communicating effectively, in writing for business and persuasive correspondence, training and technical purposes and orally in one-on-one and group presentation situations.
- ✓ Skill in staff supervision as well as establishing and maintaining effective working relationships with elected officials, department heads, employees and their representatives, other Human Resources, business and professional groups and citizens.
- ✓ Skill in statistical and recruitment reporting, budget purposes, employee demographics and employment changes.
- ✓ Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions.
- ✓ Skill in utilizing public relations techniques in responding to inquiries and complaints while maintaining confidentiality.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed. **Hearing and Speaking Ability:** Sufficient to clearly, concisely and effectively communicate in person and over the telephone. Freedom from mental disorders which would interfere with performance of duties as described.

**Deadline: Applications must be received by 5:00 p.m. October 27, 2010.**

(City applications are mandatory for consideration but may be accompanied by a resume.)

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
(928) 777-1315 (928) 777-1347 (800) 748-6208 TDD: (928) 777-1100 Fax: (928) 777-1213

Email: [personnel@prescott-az.gov](mailto:personnel@prescott-az.gov) Visit our website at: [www.prescott-az.gov](http://www.prescott-az.gov)

EEO/M/F/V/H/D/NSE Posted: October 17, 2010

Mary M. Jacobsen, Human Resources Director

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: each employee must satisfactorily serve an established probationary period. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.