SANDY CITY
APPROVED CLASS SPECIFICATION

I. Class Title: Management Analyst - HR & MS

Revision Date: 2/06
EEO Code: Professional
Status: Exempt
Control No. 30361

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Director of Human Resources and Management Services, performs a variety of services related to personnel and benefits, facilities and records management; serves as the city training coordinator; responsible for the development and implementation of city-wide projects and initiatives as related to the division.

III. Essential Duties:

A. PROJECT MANAGEMENT

- Conduct general administrative studies, audits, information analysis, and projects within the Division of Human Resources and Management Services, as directed by the division director.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, spreadsheet calculations, regression analysis and other quantitative or qualitative means to achieve end results.
- Present results of studies to division director and other city management personnel.

B. TRAINING

- Recommends, develops, implements and coordinates City training programs on professional and personal improvement.
- Monitors training needs and interests of departments.
- Researches, collects and coordinates material for program development.
- Suggests expenditures for training courses, materials and printing.
- Coordinates the Sandy City Supervisor Academy.
- Oversees development and maintenance of the Sandy City Supervisor Guidebook.
- Documents training contents and attendance for future reference.
- Coordinates and/or delivers sexual harassment training annually, or as otherwise directed.

C. PERSONNEL

- Coordinates the recruitment and selection process of the city.
- Conducts investigations of claims of harassment, discrimination, etc.
- Researches, drafts and suggests action regarding changing personnel policies to ensure compliance with all federal and state laws and regulations
- Studies, drafts and recommends personnel policies, procedures and programs.
- Assists and acts as a resource to city departments in evaluating performance, disciplining and terminating employees.
- Assists departments in the interview and selection process of job candidates.
- Works with the division's database in the development of human resource queries and reports.
- Serves as trainer/administrator for the City's performance appraisal system.
- Produces Employee Handbook annually, including recommending changes, receiving Cabinet approval, preparing book for printing and distributing to employees.
- Oversees the daily management and development of the division's Internet page.
- Conducts job audits and analysis to maintain and update job descriptions and class specifications.
- Assists the HR & Management Services Director in preparing the City's annual compensation plan.
- Functions as the City's Privacy Officer as it relates to the Health Information Portability and Accountability

Act (HIPAA).

IV. Marginal Duties:

- Assists other division personnel with benefit administration and the open enrollment process.
- Performs other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in public/business management, human resource management or closely related field. Master's degree in public/business administration preferred. Strong quantitative skills, written and verbal communication skills, and Training and development experienced also preferred.

Certificates/Licenses: Valid Utah driver's license.

Experience: One year related experience in public/business administration, human resource management, training and development, project management and/or performance auditing. May substitute an equivalent combination of education and experience.

Knowledge of: Current private and public sector management methods, practices and regulations; application of theories/organizational management to a governmental entity; knowledge of human resource laws and regulations, including but not limited to Equal Employment Opportunity, Civil Rights Act - Title VII, Fair Labor Standards Act, Age Discrimination in Employment Act, Americans With Disabilities Act, Family Medical Leave Act and other personnel related laws concerning public sector human resources/benefits administration; computer capabilities and applications; word processing, databases, HTML, spreadsheets and document imaging software; correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Moderate responsibility for making decisions affecting the activities of people, including worker motivation and satisfaction; working credibly with confidential records; screening and recommending applicants for positions; working with city personnel on studies and projects to enhance division performance. Responsibility for actions that may lead to liability from a risk management perspective.

Communication Skills: Contacts with other departments, furnishing and obtaining information; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; contact with city management and the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing others to obtain desired results; using sound judgement to avoid friction; communicating effectively verbally and in writing.

Tool, Machine, and Equipment Operation: Requires regular use of computer, telephone, and frequent use of a copy machine, fax machine, audio visual equipment, 10-key and document imaging/scanning hardware.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and public; apply general problem solving and analytical principles to effectively deal with various situations. Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.