



Legislation Text

File #: 16-0092R, **Version:** 1

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF HRIS ANALYST, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of HRIS analyst, which were approved by the civil service board on January 5, 2016, are approved; that said classification shall be subject to the city's collective bargaining agreement with its confidential unit employees; and that pay range for said classification shall be Range 9A-10, \$4,339 to \$5,820 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

STATEMENT OF PURPOSE: The city implemented a new HRIS system in 2005. As a result, a unique role has developed within the human resources division, requiring specialized knowledge and a technical HRIS-skillset not represented in an existing job classification. This new job description was created to articulate the duties being performed, current practices, and technology changes that best fit the needs of the division going forward. The primary duties of the classification of HRIS analyst are assessing the effectiveness of software systems functions, researching and testing new features and functions, and serving as the human resources division primary contact for system implementation and upgrades. The pay range negotiated for the classification is Range 9A-10, \$4,339 to \$5,820 per month.