



CLASS TITLE | HUMAN RESOURCES ANALYST II

PAY GRADE: AT-36 | www.cityoftulsa.org/pay

Effective Date: 05/20/2026

CLASS CODE: 2549

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing analytical and administrative work involving comprehensive City programs/systems. Including recruiting, compensation, classification, HRIS, onboarding, payroll, employee and labor relations, training, grievance/complaint investigations and responses; insurance, retirement,; and performs other related assigned duties.

ESSENTIAL TASKS: (All divisions)

- Collects, manages, and evaluates workforce data to ensure compliance with Personnel Policies and Procedures
- Ensures that critical functions are completed timely and customer services levels are maintained
- Conducts varied analytical studies, prepares reports, correspondence, and a variety of written materials utilized to present information to appropriate parties; acts as project administrator as assigned
- Develops, coordinates, schedules, delivers, and administers training events and instructional programs based upon division
- Maintains program documents; prepares activity reports, agendas, meeting information packets, and correspondence as assigned
- Provides guidance and support to personnel to ensure business best practices are achieved
- Assists with cost/benefit research and analysis of proposed and current programs and options
- Works with the Information Technology Department, Finance Department, other Human Resources Department staff outside of own division, and/or vendors to develop system procedures to enhance the effectiveness of programs and processes
- Ensures compliance with Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), E-Verify and other Human Resources mandated programs as assigned
- Reports to work on a regular and timely basis

ADDITIONAL ESSENTIAL TASKS BASED ON POSITION:

Compensation and Policy Administration

- Performs all aspects of compensation including pay, leave, and benefits;
- Performs all aspects of classification including job descriptions, classification reviews, progression programs and maintenance of related systems as assigned
- Processes payroll/personnel database changes and reviews the accuracy of others' work in the processing of system information and changes as assigned



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- Coordinates and assists HRIS Administrators to troubleshoot payroll/personnel system problems as assigned
- Assists in drafting or revising policies and procedures

Employee Relations:

- Administers and reviews compliance with Family and Medical Leave Act (FMLA)
- Reviews complaints, conducts investigations, and writes final reports
- Presents cases at disciplinary hearings
- Medical Review Committee administration as assigned

Labor Relations:

- Participates in collective bargaining negotiations
- Ensures bargaining contracts are up to date based upon negotiated changes determined by both the American Federation of State, County, and Municipal Employees (AFSCME) and the Administration
- Reviews grievances and writes an official response based upon findings
- Arbitration administration as assigned

Employment:

- Recruits, interviews and makes recommendations related to certification of internal and external applicants for employment and promotion in accordance with the City Charter and City policies
- Instructs and administers the onboarding process including New Hire Orientation
- Attends jobs fairs to recruit for external open positions
- Identifies, attracts, and assesses qualified candidates
- Collaborate with management to determine functional area needs

Insurance

- Creates and oversees health and wellness programs to meet the needs of the City of Tulsa employees, including new employee orientation, fitness classes and fitness incentive programs
- Analyzes, monitors, reconciles and submits data for various benefit programs utilizing financial and enrollment reports
- Leads and trains support staff on benefit administration systems, carrier enrollment systems, digital imaging systems, and various processes or programs
- Provides administrative support staff services to boards and committees, including the Post Employment Health Plan (PEHP)



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Retirement

- Prepares and verifies retirement benefit calculations, with proper explanation and documentation for separating employees
- Assists with analyzing, monitoring, reconciling, and submitting data for various benefit programs utilizing actuarial data and/or other financial information and enrollment reports
- Assists with directing fund activities, including those for contribution, wires, trades, payment of invoices and others as specified by the MERP board
- Provides administrative support staff services to the Municipal Employees' Retirement Plan (MERP) and the City of Tulsa Deferred Compensation Plan boards and committees

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with an associate's degree in human resources, public/business administration, social/behavioral science or a related field; **and,**
- (b) Two (4) years of responsible experience in the area of human resources; **including,**
- (c) At least one (1) year of experience working in one of the areas specifically mentioned in the purpose statement of this job description



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PAY INCREASE OPPORTUNITIES

Employee will be eligible for the following proficiency increases opportunities upon completion of all criteria as described below. If an employee elects to compete proficiency increases, the opportunities must be completed beginning with the # 1 in order. (However, an employee is not required to complete all three (3) proficiencies)

Increase Opportunity #1

- A 1-step increase for Participation in a cross-training program as approved in advance by the Personnel Director to include work-shadowing and completion of an assigned project in three (3) additional HR disciplines that are outside the current work assignment. A detailed report of work performance and summary of what the employee learned will be required; **AND**
- Twelve (12) months in the position

Increase Opportunity #2

- A 1-step increase for completion of the HRCI Professional in Human Resources certification (PHR) or SHRM Society for Human Resource Management-Certified Professional (SHRM-CP) or other HR certification pre-approved by the Personnel Director; **and,**
- Eighteen (18) months in the position

Increase Opportunity #3

- An additional 1-step increase for completion of an additional HR certification pre-approved by the Personnel Director, (such as SPHR, SHRM-SCP, CCP, CBP); **AND,**
- Twenty-Four (24) months in the position

Knowledge, Abilities and Skills: (based upon division):

- Recruitment strategies, policies and procedures
- Considerable knowledge of the methods, practices and techniques used in position classification
- Considerable knowledge of employment laws, employee and labor relations principles, investigatory techniques and strategies
- Good knowledge of the types of jobs in a public organization
- Good knowledge of personnel administration and modern Human Resources best practices



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- Considerable knowledge of the methods, practices, techniques, and fiduciary standards used in the administration of comprehensive benefits, wellness, and retirement programs
- Considerable knowledge of accounting procedures and practices
- Considerable knowledge of computer software and database systems
- Develop benefit processing systems using acceptable accounting procedures
- Plan, implement and coordinate benefit programs, including wellness and retirement plans

Ability to

- Work in a high-volume recruitment environment
- Conduct interviews in the job analysis process
- Deliver training; ability to facilitate groups
- Plan, organize and write effective reports
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding
- Communicate well both verbally and in writing
- Work independently and multi-task

Skill in:

- Excellent verbal and written communication skills (is this duplicate to the above)
- Strong analytical and problem-solving skills
- Make complex mathematical calculations

Physical Requirements:

Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license in some positions

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some travel to field locations and worksites.

EEO Code: N-05

Group: Clerical and Administrative

Series: Personnel Management