

HR Special Projects Analyst

Job Code
002760

Job Profile Summary

Manages department projects and initiatives that involve extensive research and preparing reports to present to various groups. Advances new initiatives from the HR department. Responsible for designing, coordinating, and executing a variety of special projects that support leadership development, employee engagement, organizational effectiveness, and data-informed decision making. This position combines a passion for people with analytical thinking, project management skills, and a proactive approach to problem-solving.

Job Description

TYPICAL DUTIES:

- Collaborates with HR leadership to conceptualize, design, and implement leadership and professional development programs. Assists in developing new training courses and resources that support employee growth and organizational goals.
- Leads the design, implementation, and analysis of key organizational efforts through surveys, including 360-degree feedback, employee engagement, and exit surveys. Translates survey data into actionable insights and tailored recommendations for departments to support improved retention, recruitment, and employee satisfaction.
- Conducts research and data analysis to support HR initiatives and projects.
- Develops dashboards and visual reports that communicate trends, opportunities, and impacts clearly and effectively to stakeholders.
- Manages multiple cross-functional HR projects from inception to completion, ensuring alignment with organizational priorities and timelines. Partners with internal stakeholders to gather requirements, monitor progress, and deliver project outcomes.
- Supports change management, policy development, and organizational efforts. Serves as a thought partner on emerging HR issues and proactively proposes innovative solutions to enhance HR practices.
- Explores and develops creative concepts, ideas, plans, or processes to address project issues. Develops project parameters such as project needs, time frames, funding options, budget requirements, staffing needs, methods, procedures and schedules for project implementation. Drives project progress to ensure tasks and applications follow agreed upon decision path and time frames.
- Will represent the department/division at community meetings, workshops, business, and other government meetings.
- Provides support on a wide variety of HR-related special projects as assigned by HR leadership.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, Political Science, Business Administration or a closely related field plus four (4) years paid professional experience in project management, customer relations, policy initiatives development, negotiation and implementation. Education may be substituted for the experience requirements. Preference will be given to candidates with public sector experience.
- Ability to prepare and present project details using complex spreadsheet analysis, and graphic presentations and technical reports to Division Managers, City Council, and general public.

Demonstrated ability to work independently with initiative, self-reliance, and dependability.

WORKING CONDITIONS:

- Light physical effort. Intermittent sitting, standing and walking. Comfortable working conditions.
- Considerable exposure to stress resulting from complex problem solving, stringent project deadlines, and liaison work between City departments, Mayor's office, politically powerful community groups, and the City Council.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.