



<b>Position:</b> Human Resources Analyst	<b>Position Number:</b>
<b>Department/Site:</b> Human Resources	<b>FLSA:</b> Non-Exempt – (Classified Confidential)
<b>Reports to:</b> Chief Human Resources Officer	<b>Salary Range:</b> 28

**DEFINITION:**

Under general supervision, performs complex and varied analytical, technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, training and development, employee and labor relations, equal employment opportunity, and other special human resources programs; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; coordinate with Information Technology to analyze and lead functional related activities within the scope of the Human Resources Information System and other human resources software applications; performs related work as required.

Employees in this classification are designated as “confidential employees” as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management’s collective bargaining positions and/or labor relations strategies.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision for the Chief Human Resources Officer. May exercise technical and functional direction over assigned staff.

**CLASS CHARACTERISTICS:**

This is a full journey-level professional classification that performs the full range of professional human resources work in all of the following areas: recruitment, job analysis and classification, compensation, training and development, and employee and labor relations. Incumbents provide a professional-level resource for organizational, managerial, and related human resources programs, services, and studies. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents will also be the technical lead, coordinating with the Information Technology Department, to implement and/or upgrade human resources software applications. This class is distinguished from Human Resources Specialist by the full scope of professional-level human resources work performed.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only):**

- Provides information and assistance to District personnel and the public in regards to a variety of HR matters.

- Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.
- Provides interpretation of collective bargaining agreements, policies, and procedures, and recommends solutions.
- Assists employees and management with the interpretation and correct application of District policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Assists management in developing and implementing new HR policies and procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.
- Conducts special research assignments, gathers data, and prepares reports for consideration by management or special committees.
- Consults with supervisors regarding personnel related issues, needs, and services; counsels employees on human resources programs, policies, and processes; explains program provisions, procedures, and eligibility requirements; and assists employees with forms and human resources documents.
- Serves as a liaison and coordinates activities between the Human Resources department and Information Technology department, vendors and internal and external clients of the HRIS.
- Works with IT to compile and submit MIS data to the State Chancellor's office.
- Provides system administration support and maintenance for all Human Resources programs and databases.
- Processes personnel action forms, processes documents, and enters data into HRIS regarding salary, employment status changes, terminations, resignations, and promotions; coordinates with payroll regarding payroll deductions.
- Evaluates, analyzes, and maintains the HRIS; works with end users in report writing, system troubleshooting, table maintenance, and high-level data audits; actively participates in system enhancement and upgrade efforts; develops and executes test scripts for HRIS maintenance or upgrades; conducts unit/system testing; coordinates HRIS training activities.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Conducts surveys and compiles data on administrative, human resources, and operational problems or issues.
- Remains current on related laws, regulations, bargaining agreements, Working Conditions, Terms and Conditions of Employment, and practices affecting all aspects of the job.
- Assists with District's training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the District's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aides and other materials as necessary; maintains training logs and records of completion.
- Assists in responding to government agency complaints, including California Department of Fair Employment and Housing Commission (DFEH), Equal Employment Opportunity Commission (EEOC), and the Department of Labor (DOL) hearings.
- Assists with workplace investigations, administrative hearings, and mediations; gathers, analyzes, organizes, and compiles documentary evidence from multiple sources for

workplace investigations and investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations.

- Receives and screens visitors and telephone calls, providing a high level of customer service to both external and internal customers; provides information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Conducts research and analysis in relation to the collective bargaining process, disciplinary actions, investigations, and other employee relations matters; responds to inquiries related to labor relations matters; maintains confidential case files on investigations and interviews.
- Assists in the negotiation of wages, hours and other terms and conditions of employment; formulates and recommends effective bargaining strategies and techniques.
- Advises management and supervisory personnel on disciplinary and performance management issues.
- Assists departments with organizational issues and resolves concerns regarding the appropriateness of classification and compensation levels; conducts salary studies; researches salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.
- Develops and maintains employee seniority lists for academic and classified personnel.
- Makes presentations to District personnel as needed.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, preparing agendas and taking minutes, and serving on various task forces and committees.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection and equal employment opportunity; job analysis and classification; compensation analysis and administration; training and development; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Database management and functions.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

**Ability to:**

- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and three (3) years of professional experience in human resources administration.

**LICENSES AND CERTIFICATIONS:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and

file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures.