

## HUMAN RESOURCES ANALYST

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### **DEFINITION:**

Under general direction of the supervising administrator, performs a variety of advanced, paraprofessional level administrative, technical, and analytical duties in support of the District's human resources functions. Those functions include but are not limited to recruitment and selection, classification, workers' compensation, leaves and absences, health and welfare benefits management, information management, state and local reporting, diversity, equity and inclusion initiatives, and other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The Human Resources Analyst is the intermediate level classification among the Human Resources Department confidential staff series. This class requires specialized knowledge of human resources operations to perform administrative, complex, technical and analytical duties. This class is distinguished from other Human Resources positions by its responsibility for providing professional level expertise with accountability for performing complex as well as routine tasks in an assigned functional area within human resources.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Independently perform a wide variety of complex duties in support of one or more major human resources programs including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, human resources information systems, workers' compensation, classification and compensation, and employee fringe benefits, according to District policy and procedures, federal and State rules and regulations, and labor relations contracts; train others and organize work; perform quality assurance reviews.
- Conduct research and perform specialized analysis and studies to integrate or modify human resources information systems and make intricate decisions regarding complex system processes.
- Develop and implement detailed specifications for human resources information systems to upgrade processes and/or make modifications to various human resources system functions, including salary/compensation; set-up and maintain database system tables and database tracking systems.
- Provide technical expertise and recommend modifications to solve issues with existing

system processes, work closely with outside consultants or other service providers.

- Implement major parts of Human Resources salary/compensation programs; establish and maintain all district salary schedules; implement off-schedule and retro processes; ensure accuracy of salary schedules, rules, and processes, including a wide variety of salary schedules related to the District's multiple employee groups.
- Determines employee salary placement based on appropriate classifications and structures; prepares written reports and recommendations.
- Research and respond to a variety of employee relations issues. Prepare special reports and materials for the collective bargaining process; review contract requirements and ensure proper implementation; handle sensitive materials and confidential issues regarding bargaining, employee relations, payroll, and personnel information.
- Provide a wide range of information to faculty, staff, agencies, and the public; interact effectively with applicants, employees, retirees, and the general public on a wide range of sensitive issues; provide technical advice and detailed assistance to administrators, faculty, and employees regarding interpretation of district human resources policy and procedures, federal and State rules and regulations and labor relations contracts; assist staff members with administrative problems and procedures.
- Operate computers and business-related software, including word processing, spreadsheets, and databases; assist in the design of web pages for district information and public use; input data, text, code, and characters; edit, review, verify, and extract data from computer databases.
- Identify issues and concerns relating to operations, policies, and procedures and coordinate the resolution of issues; assist in the formulation, preparation, and modification of operational policies, procedures, and systems; recommend changes to existing policies and procedures within the assigned program.
- Represent the department or office in meetings or conferences, function as a liaison between designated area and other segments of the district or the public; coordinate and schedule meetings and interviews; present orientations, workshops, and other district presentations.
- Interpret and apply district policies, procedures, rules, and regulations; understand, interpret, and apply applicable sections of the California Education Code, district collective bargaining contracts and other agreements, and other local, State, and federal laws; learn updates and revisions to regulations, policies, rules, and collective bargaining agreements.
- Monitor processes, timelines, and facilitate work related to employer-employee relations.
- As assigned, conduct investigations, and/or gather information regarding grievances, unfair labor practice charges, unlawful discrimination claims, and assist in conflict resolution.
- Facilitate implementation of the disciplinary processes, including monitoring timelines and procedures.
- Administer the district's health and welfare benefits program; review, recommend, and administer benefit contracts and consultants providing benefit advice to district. Interpret,

explain, and present district health and welfare policies and procedures to employees, management, outside agencies, and the public.

- Prepare benefit information and related materials; conduct open enrollment procedures.
- Oversee and monitor the Affordable Care Act program, policies, procedures, and processes; ensure compliance with laws, rules, and regulations; input data and compile reports.
- Submit and audit employee retirement enrollment changes; assist employees with all concerns related to their health and welfare plans.
- Coordinate the district's third-party administrator's workers' compensation benefit and return to work programs; process workers' compensation claims; administer policies and procedures for all reportable workers' compensation injury claims.
- Administer employee leave program; monitor employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinate with payroll staff to account for employee leave; maintain records related to eligibility and compliance with established rules and regulations.
- Process short-term/long-term disability claims, return to work and modified work programs, process reasonable accommodations requests.
- Assist with interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinate accommodations in conjunction with vendors, employees, and management staff to ensure compliance.
- Update and audit information on the district's payroll system and HRIS; ensure proper interface with benefits and payroll functions; generate reports and respond to requests for information as requested.
- Provide lead support in all aspects of the recruitment and selection process; assess, identify, and provides direct support for difficult to fill and high-level positions; ensure equal employment opportunity (EEO) compliance and assess adverse impact.
- Coordinate faculty and staff diversity programs and regulations, including training representatives and advising selection committees of their roles and responsibilities.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Knowledge of:

- Demonstrated knowledge of Human Resources practices and operations.
- Applicable sections of California Education Code and other local, State, and federal laws.
- Research procedures and principles, including problem solving and research techniques.
- Conflict resolution and mediation skills.
- General computer operations, platforms, and business-related applications and database management.
- Modern office practices, procedures, equipment, organization, and records maintenance.
- Personal computer operations including word processing, spreadsheets, and databases.
- English grammar, spelling, punctuation, and composition.

- Proper handling and protection of employer-employee relations, collective bargaining, and other highly sensitive information.
- Principles, practices, and terminology used in human resources functions and systems project management.
- Research and analysis in the application of business and statistics and reporting techniques.
- Understanding of collective bargaining contracts.

Skills and Abilities:

- Ability to plan, coordinate, and administer complex administrative systems and processes with minimal guidance and supervision.
- Analyze and evaluation systems operations and make recommendations in operations, systems, procedures, policies, and methods.
- Analyze situations accurately and adopt an effective course of action.
- Analyze data, drawing logical conclusions and making appropriate recommendations.
- Records maintenance skills.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Composing correspondence, memos, and reports.
- Using basic computer software applications including spreadsheet and word processing.
- Interpreting and following policies, procedures, and regulations.
- Communicating and explaining human resources programs.
- Establishing and maintaining effective working relationships with employees and external customers at all levels.
- Maintaining accurate, detailed records and files.
- Setting priorities and meeting deadlines with frequent interruptions.
- Maintaining the confidentiality of employer-employee relations, collective bargaining, and other sensitive information.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.  
Specified positions within this class may require certification of bilingual skills.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field, and at least 3 years of increasingly responsible human resources experience. Sensitivity to and understanding of the diverse academic, socio-economic, cultural, ethnic and disability backgrounds of community college employees and students.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

*The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. Vision sufficient to read computer screens and handwritten and printed documents; and to operate assigned equipment. Speech and hearing to obtain and relay information. Work is performed primarily in a standard office setting with occasional travel between sites.