*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under direction of the appropriate administrator, Human Resources Analyst performs analytical and specialized functions to support the administration of comprehensive human resources and employer/employee relation programs for academic and classified employees; performs related duties as required.

Human Resources Analyst is the senior classification among support staff position in the Human Resources Office. Performance of duties requires in-depth knowledge of the organizational structure, risk management, employee safety training programs, health and welfare plan administration, leaves of absence administration, District policies, regulations, procedures, union contract provisions, human resources and employer-employee relations processes and practices, legal affairs, resource utilization, and worker's compensation.

Incumbents are assigned a major responsibility in either human resources management or employer-employee relations work and may be required to perform duties in the alternate area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Human Resources Functions

1. Provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, worker's compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

2. Provides lead support in all aspects of the recruitment and selection program; assesses, identifies, and provides direct support for difficult to fill and high-level positions; ensures EEO compliance and assesses adverse impact.

3. Coordinates faculty and staff diversity programs and regulations, including training representatives and advising selection committees of equal employment.

4. Performs workload analyses, job audits and analyses of individual positions, classes, and series of classes; prepares and revises class specifications.

5. Conducts job classification and compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.

6. Performs audits to verify state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.

7. Assists in the update and management of the employee file system, employee performance evaluation program, and Human Resource Information System (HRIS).

8. Assists in reporting data for the Management Information System (MIS).

9. Evaluates District and human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.

10. Prepares presentations and participates in the development of training and staff development programs.

11. Maintains records and files in accordance with the District regulations related to area of assignment.

Employee Relations Functions

1. Monitors processes, timelines, and facilitates work related to employer-employee relations; assists with investigations processes.

2. As assigned, conducts investigations and/or gathers information regarding grievances, unfair labor practice charges, unlawful discrimination claims, and assists in conflict resolution.

3. Facilitates implementation of the disciplinary processes, including monitoring timelines and procedures.

Benefit and Leave Administration Functions

1. Administers the District's health and welfare benefits program; reviews, recommends, and administers benefit contracts and consultants providing benefit advice to District. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.

2. Prepares benefit information and related materials; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.

3. Oversees and monitors the Affordable Care Act program, policies, procedures and processes; ensures compliance with laws, rules and regulations; inputs data and compiles reports.

4. Submits and audits employee retirement enrollment changes; assists employees with all concerns related to their health and welfare plans.

5. Coordinates the District's third-party administrator's workers' compensation benefit and return to work programs; processes workers' compensation claims; administers policies and procedures for all reportable workers' compensation injury claims.

6. Administers employee leave program; monitors employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.

7. Processes short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.

8. Assists with interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.

9. Updates and audits information on the District's computerized payroll system and HRIS; ensures proper interface with benefits and payroll functions; generates reports and responds to requests for information as requested.

10. Interprets, explains, and presents human resources issues, collective bargaining agreements, policies, and procedures to employees, management, outside agencies, and the public.

11. Provides support for collective bargaining activities and participates in strategy sessions as needed.

12. Monitors due dates, compiles, and reports data for State collective bargaining mandated cost reimbursement.

General Functions

1. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.

2. Provides information for board agenda items; reviews and processes action items as assigned.

3. Attends and represents the department in group meetings; stays abreast of new trends and innovations in the field of human resources administration.

4. Assists in other functional areas such as recruitment, payroll, onboarding, etc.

5. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Human Resources and/or employer-employee relations programs and processes.
- Current relevant federal and state laws and regulations related to Human Resources.
- Principles and practices of public human resources administration.
- Methods and techniques for recruiting and testing in the public sector.
- Methods, terminology and procedures used in benefits administration.
- Worker's compensation law and procedural requirements as they relate to claims processing and management.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Equal Employment Opportunities guidelines.
- Research methodologies appropriate for human resources functions.
- Job analysis methodologies and application.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Coordinate the District's workers compensation benefit program.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Implement and maintain standard filing systems.

- Implement and maintain procedural manuals for effective operation of human resources functions.
- Compile detailed information and prepare clear and concise reports.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Maintain confidential records and reports.
- Prepare clear and concise memoranda.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews and negotiations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contact in the course of work.

Education and Experience Guidelines

Education/Training:
- A Bachelor's degree in public administration, human resources, business administration or a related field.

Experience:
- Four (4) years of broad human resources administration experience that includes at least one (1) year with increasing responsibility in human resources management, employer-employee relations, risk management, basic workers' compensation, including classification benefits, or similar programs involving regulatory processes and procedures.

Equivalency Provision:
- In the absence Bachelor's degree in public administration, human resources, business administration or a related field, completion of at least sixty (60) college-level semester units with major coursework in public administration, human resources, business administration or a related field and five (5) years of broad human resources administration experience that includes at least two (2) years with increasing responsibility in human resources management, employer-employee relations, risk management, basic workers' compensation, including classification benefits, or similar programs involving regulatory processes and procedures is qualifying.

Preferred Experience:
- Experience in a public agency preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional travel between sites.

Physical: 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 computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.