

### HUMAN RESOURCE ANALYST

| **Reports to:** | Director or Manager |  |  |
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| **Dept:** | Human Resources | **Range:** | 29 |
| **FLSA:** | Exempt | **EEO:** | Professional Nonfaculty |

*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 by individual positions.*

### BASIC FUNCTION:

Under general direction, research and analyze data necessary for completion of human resources reports and decision making; assist in the development and implementation of district and departmental human resources policies and procedures; perform professional-level employee relations, recruitment and selection, classification and compensation, and labor-relations duties; investigate, analyze and evaluate complaints of alleged discrimination, harassment, or other workplace related complaints and recommend appropriate action; assist with employee and student training programs in accordance with Title 5, Title IX, and district policy and procedure; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Oversee the collection, analysis and reporting of data used by the department for organizational analyses and compliance reporting; maintain position control report and provide analysis for annual staffing plans including faculty and instructors; evaluate district staffing using quantitative job evaluation methodology; prepare, update and maintain a variety of reports including EEO Plan and Accreditation Self Study; conduct research, surveys and studies regarding compensation and other human resource management issues; perform analyses and make recommendations on salary or benefit program changes.
2. Participate in the formulation and implementation of departmental policy, planning and strategy development; lead and direct staff and outside consulting resources in districtwide studies and in the development and application of new methods and processes to achieve higher efficiency and quality in department work processes.
3. Manage the day-to-day activities of one or more specific functional areas of the district’s human resource management program; advise, coach and train managers and supervisors on legal requirements and sound professional practices affecting a broad array of human resources processes; represent the district with other community colleges, state/local agencies and the community on human resources-related matters.
4. Oversee the design and implementation of employee recruitment and selection programs; ensure all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; update and maintain job descriptions for recruitments; may personally conduct recruitment and selection activities for executive and complex professional-level classes.
5. Participate in the district’s employee relations program and activities; oversee the district’s employee performance assessment process and schedules; monitor the employee relations environment, research situations and initiate proactive resolution of developing issues.
6. Investigate, analyze and evaluate complaints of alleged discriminatory employment practices and other employee complaints and recommend appropriate action.
7. Participate in collective bargaining and meet and confer negotiations with employee groups; collect and analyze data for use in formulating negotiations proposals; review and update personnel handbooks and manuals; administer the provisions of labor agreements.

### OTHER DUTIES:

1. Assist in the completion of responses to human resource-related surveys from other organi­zations.
2. May serve on or lead various committees and task forces.
3. Assist in the collection and analysis of data related to state-mandated cost reimbursement; train district employees in state-mandated cost reimbursement procedures; coordinate with internal departments and external parties regarding state-mandated cost recovery.
4. Provide input on usage and updates of various HRIS systems.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles, practices and techniques of human resources management, including recruit­ment, testing and selection, classification and job analysis, performance planning and appraisal, and compensation administration.
2. Employee relations principles and practices.
3. Basic labor relations principles and practices, including negotiation and contract administra­tion.
4. Principles, practices and methods of administrative, organizational and management analysis.
5. Applicable sections of the state education code and other applicable laws.
6. Principles and practices of sound business communication.
7. Principles and practices of public administration, including budgeting, purchasing and main­taining public records.
8. Research methods and analysis techniques.
9. Principles and practices of effective management and supervision.
10. District human resources policies and labor contract provisions.
11. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Develop and implement comprehensive, effective human resources programs in assigned areas.
2. Understand, interpret, explain and apply district, state and federal policies, laws, regulations and court decisions governing the district’s human resource management program.
3. Consult effectively with administrators and supervisors to develop solutions to difficult organizational and people-management issues.
4. Evaluate human resource management practices and make sound recommendations for improvement.
5. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Communicate effectively, both orally and in writing.
9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Represent the district effectively in dealings with employees, employee groups and the public.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Maintain confidentiality of district and personnel files and records.
13. Operate a computer and standard business software.
14. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
15. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

A bachelor’s degree (preferably in human resources, business, public administration or related field) and at least three years of progressively responsible experience in human resources; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to lower-level employees, student workers and temporary support staff.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts 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.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours are required on an as-needed basis.