



September 2018  
Class Code: A-53  
FLSA: NON-EXEMPT

## HUMAN RESOURCES ANALYST

### **DEFINITION**

Under direction, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, employee benefits, and employee and labor relations; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; and performs related work, as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Human Resources Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey level classification responsible for performing the full range of professional human resources work in the following areas by working independently, and exercising judgment and initiative: recruitment, classification, compensation, and employee and labor relations. 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.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates and implements recruitment processes for District departments including interviewing, testing, selection, applicant screening, and new hire orientation.
- Administers the District's employee benefits programs, including retirement, health, life, dental, vision, long-term disability, and Consolidated Omnibus Budget Reconciliation Act (COBRA); Responds to employee and retiree questions and concerns.
- Schedules and conducts new employee orientations; informs new employees of benefit programs, policies, and related enrollment information; provides support to new employees in completing benefit enrollment.
- Conducts District open enrollment for benefits; prepares open enrollment benefit materials and literature.
- 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.
- Assists employees and management with the interpretation and correct application of District policies, procedures, and programs; provides advice and assistance regarding employment issues.
- Researches employee concerns; participates in or conducts personnel and workplace investigations; assists in responding to grievances and employee complaints or concerns and presents findings to the Human Resources Manager.

- Participates in administering classification, compensation and benefits plans; drafts and updates job descriptions and salary schedules; notifies appropriate parties of benefit changes.
- Assists in drafting personnel policies and rule changes for review by legal counsel and management.
- Coordinates performance evaluations, training, and continuing education programs.
- Investigates accident and injury claims; prepares and files safety incident reports in a timely manner.
- Evaluates workers' compensation and unemployment insurance claims and investigations and manages case history files; recommends District's position relative to eligibility of employees; appears at hearings as needed or coordinates District's standing with Legal Counsel.
- Researches and submits general liability claims to District Counsel or appropriate parties.
- Conducts administrative, fiscal, or operational studies, and initiates or participates in surveys; completes research, and presents findings and recommendations as to appropriate actions.
- Initiates or assists in the preparation of correspondence, notices or communications related to programs, ordinances, rules, policies, and procedures; responds to surveys disseminated by other organizations.
- Attends conferences, seminars, and courses to maintain current knowledge of human resources and risk management programs and related practices.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices and techniques of public human resources administration, including recruitment and selection, equal employment, classification, compensation, benefits administration and employee and labor relations.
- Principles, practices, and techniques related to workers' compensation and liability claim processing and administration.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a variety of professional duties in support of diverse human resource program areas.
- Coordinate and administer claims programs.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.

- Conduct research and prepare findings.
- Compile information and prepare reports.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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, industrial relations, public administration, business administration or a related field and three (3) years of increasingly responsible human resources program experience.

**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; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 CONDITIONS**

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 representatives in interpreting and enforcing departmental policies and procedures.