*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.

The Human Resources Analyst is the senior classification among support staff positions 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; workers' compensation, exercise of discretion, and maintenance of confidentiality. Incumbents are assigned a major responsibility in either human resources management employer-employee relations work, or benefit administration, but may be required to perform duties in the alternate area. The incumbent is required to be self-directed and may provide work direction, supervision and guidance to personnel assigned to the area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides administrative support in collective bargaining negotiations, contract interpretation, researches, develops, cost-out and analyzes issues and proposals related to the collective bargaining process, participates in collective bargaining negotiation sessions and strategy meetings.

2. Oversees, administers, and updates the employee file system, employee performance evaluation program, and Human Resource Information System (HRIS); coordinates quality assurance procedures and manages troubleshooting related to HRIS.

3. Manages and recommends improvement to employee files systems and is responsible for oversight of all employee information and master files, including security and confidentiality, information management best practices, and other impacts.

4. Monitors and reviews laws and regulations pertaining to human resources and labor relations activities; analyzes changes to determine impact on human resources, payroll, and police services.

5. Analyzes project costs, and reports effect of proposed and/or establishes employee contract provisions, policies, programs and activities.

6. Analyzes and explains District policies, contracts, and other regulations; assists in training managers and supervisors in contract implementation, including grievance and disciplinary processes and procedures.

7. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.

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

9. Monitors processes, timelines, and facilitates work related to employer-employee relations.

10. Coordinates and maintains liability claims administration programs, and acts as liaison with third-party administrators.

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

12. 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.

13. Oversees the annual renewal process, including but not limited to, providing a comprehensive financial analysis, benchmarking, and proposed recommendations for plan changes.

14. Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.

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

16. Oversees retiree benefit information, including processing in payroll, maintaining enrollment with carriers, overseeing the general ledger (GL) and accounting for retiree benefits, and maintenance of records for annual audits; submits employee retirement enrollment changes to carriers in a timely manner, assists employees with all concerns related to their health and welfare plans.

17. 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.

18. Works closely with employees to ensure all relevant completed medical documentation is submitted for timely review; maintains appropriate contact with all employees on leave and coordinates all aspects of return to work for employees on leave.

19. Ensures workers' compensation leaves of absence coordination with FMLA and other required laws.

20. Prepares presentations and assists in planning, implementing, and delivering management training and staff development programs.

21. Analyzes jobs, conducts job classification and compensation studies; develops salary, benefit, budget, and other statistical data as needed.

22. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public; participates in drafting policies and procedures.

23. Maintains records and produces reports as requested and required by the District, the State Chancellor's Office, and/or other regulatory agencies for assigned area.

24. Assists in CalSTRS and CalPERS retirement reporting and auditing.

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

26. Participates in fiscal year-end processes.

27. Utilizes software programs and recommends modifications conducive to increased efficiency.

28. Demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

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

30. Performs other 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.
- Laws and regulations related to risk management, loss control, workers' compensation programs and workplace safety issues.
- Information sources and resource materials available to California Community Colleges.
- Arithmetic to compute salary, benefit, and budget data.
- Collection and organization of data.
- Equal Employment Opportunities guidelines.
- Research methodologies appropriate for human resources functions.
- Job analysis methodologies and application.
- English, grammar, spelling, and punctuation.

Education and Experience Guidelines

A typical way to obtain knowledge would be:

Education/Training:

- A Bachelor's degree in public administration, human resources, business administration, paralegal studies or a related field.

Experience:

- Four (4) years of professional experience with increasing responsibilities 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 of a Bachelor's degree in public administration, human resources, business administration, paralegal studies or a related field, completion of at least sixty (60) college-level semester units and six (6) years of professional experience with increasing responsibilities 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.

Desirable Experience:

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

Special Condition:

- Positions in this classification may be required to work varied hours according to need.

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.

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.