



Human Resources Analyst

Confidential/Supervisory Range: 21

Board Approval: 08/14/25
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*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 advanced analytical and specialized duties in support of comprehensive human resources and employer-employee relations programs for academic and classified employees.

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, performance management, 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, and resource utilization.

Incumbents serve as subject matter experts in one or more functional areas and may be required to perform duties in alternate areas based on operational needs. Responsibilities involve interpreting complex regulations, coordinating cross-functional programs, and serving as a resource to employees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Human Resources Functions

1. 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.
2. Performs workload analyses, job audits and analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
3. 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.
4. Performs audits to verify state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
5. Coordinates performance evaluations, onboarding, and maintenance of the HRIS and employee records.
6. Collects, analyzes, and compiles data for required and ad hoc reporting, including but not limited to Management Information Systems (MIS), regulatory compliance, internal audits, and external agency requests.
7. Gathers, analyzes, and presents data to support decision-making and policy evaluation.
8. Prepares presentations, training materials, and participates in the development of training and staff development programs.
9. Maintains records and files in accordance with the District regulations related to area of assignment.



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Employee Relations Functions

1. Interprets and applies HR rules, collective bargaining agreements, and Education Code regulations.
2. Investigates employee complaints, workplace violence incidents; prepares reports and provides high-level findings and recommendations. and workplace accidents.
3. Monitors processes, timelines, and facilitates work related to employer-employee relations; assists with investigations processes; communicates with employees regarding sensitive HR matters, ensuring clarity, support, and compliance.
4. Investigates or gathers information regarding grievances, unfair labor practice charges, and unlawful discrimination claims; prepares reports and summarizes key findings.
5. 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 for employees and retirees; manages benefit contracts and consultants; prepares and communicates benefit information; services as liaison to advisory committees; conducts open enrollment; provides employee and retiree support and guidance.
2. Manages employee leave programs (FMLA, CFRA, ADA, etc.); tracks leave usage, ensures regulatory compliance, maintains records, coordinates with payroll, and works with managers to support coverage and continuity of operations.
3. Oversees and monitors health care compliance programs such as the Affordable Care Act (ACA); ensures adherence to applicable laws, regulations, policies, and procedures; enters data and compiles reports.
4. Processes and reconciles benefits-related invoices; reviews billing for accuracy, resolves discrepancies, and coordinates with vendors and internal departments to ensure timely payment and accurate reporting.
5. Manages the processing of District and employee reimbursements related to benefits.
6. Processes short-term/long-term disability claims, return to work and modified work programs.
7. Processes accommodation requests and interactive processes in compliance with ADA and FEHA regulations.
8. Updates and audits information, including enrollment changes, 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.
9. Provides support for collective bargaining activities and participates in strategy sessions as needed.
10. 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. Maintains current knowledge of new and pending legislation relevant to the area(s) of assignment; assists in developing, reviewing, and implementing programs and procedures to ensure ongoing compliance.
3. Provides information for board agenda items; reviews and processes action items as assigned.



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4. Attends and represents the department in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
5. Assists in other functional areas as needed.
6. 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:

- Principles and practices of public human resources administration, including recruitment, testing, classification, compensation, benefits, and employer-employee relations.
- Applicable federal, state, and local employment laws and regulations, including EEO guidelines, worker's compensation, and Education Code provisions.
- Methods and practices of public sector recruitment processes, conducting job analyses, research, investigations, and statistical reporting.
- Methods, terminology and procedures used in benefits administration.
- Office procedures and administrative practices, including effective recordkeeping, customer service, business communication, and the use of HRIS and related software applications.
- Professional standards for written and verbal communication, including grammar, spelling, and business correspondence.
- Interpersonal skills necessary for effective interaction with diverse individuals using tact, patience, and discretion.

Ability to:

- Perform a range of professional human resources functions with minimal supervision, including benefits, workers' compensation, and employer-employee relations.
- Interpret and apply complex rules, laws, policies, and procedures related to human resources in a public agency setting.
- Plan, organize, and prioritize work to meet deadlines in a dynamic environment.
- Compile, analyze, and present data clearly through reports, memoranda, and correspondence.
- Maintain confidentiality and use sound judgment within defined scope of authority.
- Use HRIS, applicant tracking, word processing, and spreadsheet software effectively.
- Communicate clearly and professionally, both orally and in writing, and respond to sensitive issues with tact and diplomacy.
- Collaborate and build effective relationships with diverse individuals and groups, demonstrating cultural sensitivity and interpersonal effectiveness.

Education and Experience Guidelines

Education/Training:

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



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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.

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.