



Senior Human Resources Analyst

Confidential/Supervisory Range: 24

Board Approved: 06/11/26

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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, Senior 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.

The Senior 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, including regulatory compliance areas such as Title 5, Title IX, and Equal Employment (EEO), legal affairs, resource utilization; workers' compensation, and employee development programs that support learning, engagement, and a sense of belonging.

Incumbents are assigned a major responsibility in one or more functional areas and may be required to perform duties in the alternate area. The incumbent is required to be self-directed and provides work direction, supervision and guidance to personnel assigned to the area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

General Human Resources Functions

1. 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.
2. 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.
3. Prepares presentations and assists in planning, implementing, and delivering management training and staff development programs.
4. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public; participates in drafting policies and procedures.
5. Leads the collection, analysis, and reporting of human resources and workforce data to support operational and strategic decision-making; develops and prepares required reports, including but not limited to Management Information System (MIS), Integrated Postsecondary Education Data System (IPEDS), and EEO, ensuring accuracy, compliance, and meaningful interpretation of data trends.
6. Maintains records and produces reports as requested by the District, the State Chancellor's Office, and/or other regulatory agencies for assigned area.
7. Monitors due dates, compiles and reports data for State collective bargaining mandated cost reimbursement.
8. Provides information for board agenda items; reviews and processes board action items as assigned.
9. Utilizes software programs and recommends modifications conducive to increased efficiency.



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10. Assists in other functional areas and performs other related duties as required.
11. Participates in fiscal year-end processes.

Leaves & Accommodations/Workers' Compensation

1. Coordinates and maintains liability claims administration programs, and acts as liaison with third-party administrators.
2. Administers and coordinates the District's employee leave programs; including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); ensures accurate tracking, eligibility determination, and compliance with applicable laws, regulations, and District procedures, and coordinates with payroll to ensure proper leave accounting.
3. Coordinates the leave process with employees, healthcare providers, and management to ensure timely receipt and review of required medical documentation; monitors leave status and facilitates return-to-work processes, including modified duty and transitional work arrangements.
4. Ensures proper coordination of workers' compensation leaves with FMLA, CFRA, and other applicable laws; monitors overlapping leave entitlements and ensures compliance with legal and procedural requirements.
5. Oversees and administers employee occupational health programs, including the District's medical surveillance and workers' compensation programs; coordinates required medical evaluations, claims administration, and return-to-work processes; monitors compliance, maintains records, and ensures adherence to applicable laws, regulations, and District policies.

Payroll, Retirement & Compliance

1. Oversees and performs complex payroll and HRIS-related functions, including financial recordkeeping, position control, and system audits; ensures accuracy, integrity, and proper integration of payroll, benefits, and leave data across systems.
2. Monitors and analyzes payroll and benefit expenditures; develops and presents financial, statistical, and operational reports to support leadership decision-making, budgeting, and compliance with regulatory requirements.
3. Provides technical guidance and support to staff in payroll, HRIS, and compliance processes, including retirement reporting, Affordable Care Act (ACA) requirements, unemployment insurance claims, and reassigned time tracking; ensures adherence to applicable laws, regulations, and District procedures.
4. Coordinates and processes payroll-related financial transactions, including preparation of invoices for reimbursement of salary and benefit costs and issuance of payments to third-party vendors and state and federal agencies (e.g., Employment Development Department (EDD)); ensures accuracy, timeliness, and compliance with applicable regulations and reporting requirements.
5. Serves as liaison with external agencies and internal stakeholders, including retirement systems and regulatory entities, to ensure accurate reporting, audits, reimbursements, and resolution of complex payroll and employee data issues.



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6. Assists in CalSTRS and CalPERS retirement reporting, including auditing records, identifying discrepancies, and processing corrections to ensure compliance; serves as the District's reporting authority for Safety CalPERS employees.
7. Stays current with, researches and interprets changes in retirement and payroll laws to support HR and Payroll in implementation and compliance. Oversees payroll fiscal and calendar year-end payroll processes, including W-2 issuance; and ensures accuracy, timeliness, and compliance with applicable laws and reporting requirements.

Employee/Employer Relations

8. Provides analytical and administrative support in collective bargaining, including research, costing, proposal analysis, and participation in negotiations and strategy sessions.
9. 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.
10. Analyzes the impact of contract provisions, policies, and programs on organizational operations and costs..
11. 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.
12. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.
13. Facilitates and monitors employer-employee relations processes, including disciplinary actions, ensuring adherence to timelines, procedures, and applicable policies
14. Leads and conducts complex classification and compensation studies, including job analysis, position audits, and development and revision of class specifications.
15. Analyzes market data, internal alignment, and organizational needs to develop salary recommendations and prepares related statistical, financial, and budgetary analyses to support decision-making.

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.



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- 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 progressively responsible professional experience performing complex and high-level human resources functions in areas such as 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 progressively responsible professional experience performing complex and high-level human resources functions in areas such as 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.