



Human Resources Analyst

Confidential Range: 21

Board Approved: 6/20/2019

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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 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; worker's compensation, exercise of discretion, and maintenance of confidentiality. Incumbents are assigned a major responsibility in either human resources management or employer-employee relations work, but may be required to perform duties in the alternate 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. Updates and maintains the District's Classification and Compensation Plan.
3. Assists in the review of laws and regulations pertaining to human resources and labor relations activities.
4. Analyzes project costs, and reports effect of proposed and/or establishes employee contract provisions, policies, programs and activities.
5. Assists in training managers and supervisors in contract implementation, including grievance and disciplinary processes and procedures.
6. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.
7. Facilitates implementation of disciplinary processes, including monitoring timelines and procedures.
8. Monitors processes, timelines, and facilitates work related to employer-employee relations
9. Coordinates and maintains liability claims administration programs, and acts as liaison with third-party administrators.
10. Monitors due dates, compiles and reports data for State collective bargaining mandated cost reimbursement.
11. 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.



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12. 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.
13. 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.
14. Submits employee retirement enrollment changes to carriers in a timely manner, assists employees with all concerns related to their health and welfare plans.
15. 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.
16. Analyzes and explains District policies, contracts, and other regulations.
17. Assists in hiring, representing the Human Resources functions, including participating in employment interviews, conducting pre-employment reference inquiries, orientation, and training processes for new employees.
18. Trains and/or arranges for departmental staff training.
19. Assists in planning and implementing management training and staff development programs.
20. Analyzes jobs, conducts job classification and compensation studies.
21. Drafts policies and procedures.
22. Assists in the administration of salary and benefit programs.
23. Facilitates and coordinates the Human Recourse Information System (HRIS).
24. Assists in reporting data for Management Information System (MIS).
25. Coordinates faculty and staff diversity programs and regulations, including training representatives and advising selection committees of equal employment.
26. Develops salary, benefit, budget, and other statistical data.
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. 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.



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- 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. Completion of at least sixty (60) college-level semester units and six years of human resources administration experience can be used in the absence of a bachelor's degree.

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.

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; 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.