

HUMAN RESOURCES ANALYST

*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.*

DEFINITION

Under general supervision, performs a variety of routine technical and clerical duties involved in providing support to the Human Resources Department including the areas of safety, training, recruitment, and data entry management duties required to support a wide variety of high confidential administrative functions and to maintain personnel records; and provides information and assistance to District employees and the general public regarding human resources activities, processes, policies, and procedures; and performs a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a single position classification independently performs detailed and highly responsible work in administrating and coordinating the activities of and participating in the management of human resources programs. Assignments require close coordination and contact with employees and industry groups. The incumbent is responsible for monitoring, tracking, and coordinating human resources programs.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Human Resources Manager and/or the Assistant General Manager.

At the Human Resource Analyst level, functional work direction may occasionally be provided to the Human Resources Assistant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Administers the day-to-day aspects of the District's recruitment and selection program; plans and conducts recruitment activities, writes job announcements and places recruitment ads; oversees maintenance of appropriate records for each recruitment conducted.
2. Screens and evaluates applications for employment, or arranges for their screening by appropriate managers; develops and coordinates selection procedures including oral board rating criteria and interview questions; chairs panels and/or participates in interviews of job applicants.
3. Checks references on prospective hires; negotiates starting salaries and start dates on behalf of the District; writes and sends employment offer letters, and makes other necessary arrangements to accommodate new hire.
4. Participates in classification and compensation studies and analyses; conducts classification studies and job audits; writes and revises job specifications; conducts salary and benefit surveys; analyzes

HUMAN RESOURCES ANALYST

compensation issues and writes reports of findings and recommendations; works with payroll staff to resolve employee pay problems.

5. Assists in administering the employee benefits programs; researches availability and cost of new benefit options; maintains liaison with insurance carriers and/or claims administrators regarding employee benefit issues or problems; conducts studies and analyses of various employee benefits issues.
6. Assists supervisors and managers in their efforts to resolve employee issues; provides some advice on correct application of District personnel policies and procedures.
7. Conducts a variety of special project oriented studies and analyses as assigned; gathers and evaluates data; communicates with other public agencies; researches information for possible inclusion in District personnel policies and procedures.
8. Participates in a variety of programs and activities designed to improve and enhance employee relations.
9. Provides a variety of general benefit and recruitment administrative support to the Human Resources Manager; composes and types letters, memorandum, and other correspondence related to assigned human resources programs and activities; prepares a variety of reports including technical reports and status pertaining to human resources management programs and activities.
10. Assists with the administration of employees' benefits including workers' compensation, state disability, paid family leave, FMLA, COBRA, CFRA, and unemployment benefits programs.
11. Assists Human Resources Manager on division budget analyses.
12. Regular attendance at the work site.

Marginal Functions:

- I. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

General operations, services, and activities of Human Resources department

Clerical and general technical principles and practices of public employment human resources administrative support functions including those related to record keeping, training, recruitment, and selection, and employee benefit administration.

Methods, procedures, practices, and terminology used in human resources record keeping work.

Principles and practices used to establish and maintain files and information retrieval systems

Principles of business letter writing and basic report preparation.

Methods and techniques of proper phone etiquette

Customer service techniques, practices, and principles

English usage, spelling, grammar, and punctuation

HUMAN RESOURCES ANALYST

Mathematical principles

Pertinent federal, state, and local laws, codes, and regulations related to area of assignment

Classification and pay concepts typically found in the public sector.

Research methods and statistical presentation.

Skill in:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Read, analyze, evaluate, and summarize written material and statistical data.

Conduct studies and analyses and prepare reports of findings and recommendations.

Exercise good judgment and maintain confidentiality in critical, sensitive, and confidential information, records, and reports.

Work under steady pressure with frequent interruptions and a high degree of customer and public contact by phone or in person.

Maintain attention to detail while working under deadlines.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience/Training:

Four (4) years of professional human resource management experience. Experience in a governmental or utility setting is preferred.

Possession of a Certificate in Human Resources Management from an accredited college or professional organization is required.

Graduation from an accredited college or university with a bachelor's degree in public or business administration, human resources, or related field is desirable.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

HUMAN RESOURCES ANALYST

Environment:

Standard office setting and noise level is usually quiet. Frequent interaction with District staff and the general public.

Physical:

While performing the duties of this job, employees are regularly required to sit, talk, or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and may lift up to ten pounds.

Mental:

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with managers, employees, retirees, benefit plan administrators and carriers, applicants and the public.

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.

JOB STATUS: Non-Exempt

DATE ADOPTED: July 1, 2006

DATE MODIFIED: January, 2015

Safety Sensitive Position