



## HUMAN RESOURCES ANALYST

Job Status: Non-Exempt  
Date Adopted: 07-01-2006  
Date Modified: 03-16-2023

Safety Sensitive Position

*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.*

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### **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 highly 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 Director of Human Resources and Risk Management.

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

### **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 the 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.

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### ***Essential Functions (continued):***

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 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 various 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 various 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 various 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 the Director of Human Resources and Risk Management with division budget analyses.
12. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
13. Regular attendance at the work site.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### ***Knowledge of:***

General operations, services, and activities of the 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

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### **Knowledge of (continued):**

Customer service techniques, practices, and principles  
English usage, spelling, grammar, and punctuation  
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.

## **REQUIRED QUALIFICATIONS**

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

<b>Job Title</b>	<b>Human Resources Analyst</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Four (4) years of professional human resource management experience. Experience in a governmental or utility setting is preferred.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Equivalent to a Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of a Certificate in Human Resources Management.</li></ul>
<b>Desirable Degree/ License/Certification</b>	<ul style="list-style-type: none"><li>• IPMA-HR Certified Professional (IPMA-CP) certification.</li><li>• SHRM Certified Profession (SHRM-CP) certification.</li><li>• Master's degree in Human Resources Management, Business Administration, Public Administration, or a related field.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

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### **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.*

#### **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 of 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.