



Position: Human Resources Analyst	Position Number:
Department/Site: Human Resources	FLSA: Non-Exempt – (Classified Confidential)
Reports to: Chief Human Resources Officer	Salary Range 28

DEFINITION :

Under general supervision, performs complex and varied analytical, technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, training and development, employee and labor relations, equal employment opportunity, and other special human resources programs; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; coordinate with Information Technology to analyze and lead functional related activities within the scope of the Human Resources Information System and other human resources software applications; performs related work as required.

Employees in this classification are designated as “confidential employees” as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management’s collective bargaining positions and/or labor relations strategies.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision for the Chief Human Resources Officer. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS :

This is a full journey-level professional classification that performs the full range of professional human resources work in all of the following areas: recruitment, job analysis and classification, compensation, training and development, and employee and labor relations. Incumbents provide a professional-level resource for organizational, managerial, and related human resources programs, services, and studies. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents will also be the technical lead, coordinating with the Information Technology Department, to implement and/or upgrade human resources software applications. This class is distinguished from Human Resources Specialist by the full scope of professional-level human resources work performed.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only):

Provides information and assistance to District personnel and the public in regards to a variety of HR matters.

Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, as directed.

Provides interpretation of collective bargaining agreements, policies, and procedures, and recommends solutions.

Assists employees and management with the interpretation and correct application of District policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.

Assists management in developing and implementing new HR policies and procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.

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Ability to:

Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.

Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.

Maintain accurate files and records.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Understand scope of authority in making independent decisions.

Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

