



Human Resources Analyst I/II

Class Code:
466,467

DEFINITION

Under direction from the Supervising Human Resources Analyst or Human Resources Manager, performs professional human resource duties related to benefits administration, recruitment and selection, employee relations, classification and pay and other human resources activities; manages leaves of absences in consultation with the supervisor, applicable laws, policies, procedures and terms of collective bargaining agreements; maintains employee files and related databases; implements, monitors and coordinates personnel transactions; counsels and advises employees and the public on human resources matters and represents the District to various groups; interprets, applies and assists in the development and implementation of human resources policies and procedures; exercises technical and/or functional direction to the work of clerical and technical support staff; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I is the entry level in the professional Human Resources Analyst series. Under close to general direction within a framework of established policies and procedures, incumbents learn and perform less complex and specialized professional human resources tasks. As experience and proficiency are gained, assignments become more varied and complex and the level of independent action increases within established guidelines. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. There is limited latitude for independent judgment.

This class is distinguished from the experienced, journey-level Human Resources Analyst II class by the routine nature and limited complexity of work assignments and the level of direction received. The Human Resources Analyst I and II classifications are flexibly staffed. Incumbents in this classification normally advance to a Human Resources Analyst II after two (2) years at entry level and upon recommendation of the immediate supervisor and approval by the department manager and demonstrated proficiency to meet the job requirements of the Human Resources Analyst II classification.

Human Resources Analyst II is the experienced, journey-level, in the professional Human Resources Analyst series. Under general direction within a framework of established policies and procedures, incumbents are fully competent to perform the full range of assigned professional human resources tasks. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Senior Human Resources Analyst which is a senior staff specialist that performs the most difficult and complex human resources work in functional areas of assignment. This classification is further distinguished from the Supervising Human Resources Analyst which is a working supervisory classification that performs the most difficult and complex work in all human resources functions; and supervises the work of clerical,

technical and professional human resources staff and the daily operation of a centralized human resources services function.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Administers a comprehensive employee benefits program; communicates with employees and coordinates with insurance carriers, providers and/or third party administrators; prepares and presents communications on the benefit program to employees and others; reviews and completes benefit enrollment transactions.
- Plans and conducts recruitment programs which includes determining where to recruit in consultation with the employing department; prepares and distributes job announcements; places job ads; screens applications against qualification requirements and arranges for screening by departments; develops oral board rating criteria and interview questions and chairs interview panels; coordinates and proctors written examinations and performance tests; establishes employment eligibility lists.
- Provides support to the District's deferred compensation program by serving as a committee member, assisting in meetings with employees and others, taking notes and preparing meeting minutes, performing research and analysis and creating, distributing and maintaining records.
- Manages leaves of absences in consultation with the Safety Coordinator and in adherence with applicable leave laws and District collective bargaining agreements, policies and procedures.
- Administers and updates employee files; maintains various employee data bases and manages District-wide position control; implements and monitors personnel transactions and coordinates transactions with payroll and information systems; prepares turnover and other special reports as requested.
- Counsels and advises employees and the public on matters related to employment, promotion, retirement, benefits and related issues; provides information to employees, outside agencies and others related to assigned work; represents the district in contacts with a variety of organizations.
- Interprets, applies and assists in the development and implementation of District human resource policies and procedures, provisions of the Memorandum of Understanding, benefit modifications and/or salary schedule revisions.
- Conducts surveys of compensation, benefits and personnel policies and practices; responds to survey requests from other agencies; prepares appropriate analyses and oral and written reports.
- Participates in the labor relations program by assisting in meetings with employee organizations; performs labor relations research and analysis for management staff.
- Writes and updates administrative procedures, prepares correspondence and establishes appropriate files.

- May provide direction to, and review the work of clerical/technical support staff.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a Baccalaureate degree or its equivalent from an accredited college or university with a major in business and public administration; and

Human Resources Analyst I: No professional experience required.

Human Resources Analyst II: Two (2) years of full time experience equivalent to that of a Human Resources Analyst I with the District.

Knowledge, Skills and Abilities:

Knowledge of: principles and practices of human resource administration; pertinent local, state and federal laws and regulations; methods of statistical research and presentation; principles and practices of recruitment/selection, employee relations, classification/pay, benefits administration and training; effective operation of a personal computer and other standard office equipment; standard software applications including word processing, spreadsheet and database applications.

Skill and Ability to: apply the principles of personnel administration; work independently and exercise sound judgment within established guidelines; use tact and discretion while dealing firmly and courteously with employees and the public; analyze, interpret and effectively apply pertinent policies, procedures, regulations and contract provisions; maintain strict confidentiality; effectively handle multiple assignments and maintain attention to detail while working under varying deadlines; read, analyze, evaluate and summarize written materials and statistical data; prepare clear, accurate, and concise reports, correspondence, recruitment and other human resource materials; conduct studies and analyses for assigned functional areas; perform statistical analyses; obtain information through interview; effectively operate a personal computer and standard office equipment; proficiently utilize standard software programs including word processing and spreadsheet applications; communicate effectively, both orally and in writing with people at different levels of an organization and with a variety of those outside the District; establish and maintain good working relationships with those contacted in the course of the work; and perform the essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed primarily in a controlled-temperature office and require the ability to: work evening or weekend hours as needed; sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; walk, bend, stoop and reach to access files, materials and to transport test materials; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and to frequently lift and carry boxes of files and records weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 07/15

Approved: 
Human Resources/Risk Manager