

SENIOR HUMAN RESOURCES ANALYST**DEFINITION**

Under general administrative direction, coordinates and performs professional analytical duties related to human resources and provides confidential administrative support activities in support of HR administration; coordinates, plans, analyzes, develops, implements and coordinates state and institutional mandated functions associated with the administration of human resource which may include ADA; classification systems; employee compensation; employer/employee relations; recruitment; HRIS systems, benefits, EEO Reporting, and other related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Senior Director of Human Resources and refers specific matters to the manager for interpretation or clarification of organizational policies as necessary.

May provide lead or functional supervision of other lower level employees or other district staff, as assigned.

ESSENTIAL DUTIES

- Perform highly responsible, complex, technical, and confidential administrative support activities in support of the department and senior director.
- Contributes to the development and revises human resources procedures and related forms and identifies departmental problems and implements solutions in compliance with Federal, State, and District requirements.
- Supports the administration of employee relations, including the maintenance and update of labor contract language and tracks past practices; and receiving questions and concerns from employees and bargaining representatives.
- Assists HR administration with reorganization plans and prepares information for the Board of Trustees and shared governance committees
- Participates in the recruitment processes for higher-level executive positions at the District; including coordination of meetings/interviews; screens application documents for minimum qualifications.
- Assists the department with special projects involving research and implementation as required. May serve as lead, resource or back up.
- Assists to develop and revise human resource policies and procedures in compliance with Federal, State and District legal requirements.
- May utilize the HRIS database to validate data; develops working procedures to assure consistency.
- Maintains District-wide database for seniority reports and reductions in the labor force; interprets contract language and past practice for input on re-employment of employees.
- Research, compile and summarize a variety of information to prepare periodic and special reports; prepares a variety of correspondence and analytical reports.
- Provides customer service support to internal and external customers. Responds to inquires and correspondence; prepares information and data requested for administrative review; prepares reports and other documental as required.
- May assist in the development and implementation of the Americans with Disabilities Act (ADA) procedures and with the interactive process.
- Prepares agendas, arranges meeting and distributes material for Shared Governance committees.

- Prepares and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Prepares RFP's, purchase requisitions and direct pays; receives and processes invoices, reimbursement requests and forwards for payment
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

Pattern I

- **Education:** Bachelor's Degree from an accredited four year college or university with a major in human resources, public or business administration, social sciences or a closely related field; and
- **Experience:** Three (3) years of progressively responsible human resource experience, preferably within a community college setting

OR Pattern II

- **Education:** Associate's Degree from an accredited college or university with major course work in human resources or a related field; and
- **Experience:** Five (5) years of progressively responsible human resources experience, preferably within a community college setting, or in a public sector organization that includes research and data collection, human resources, and employee relations.

Knowledge of:

- Principles and practices of human resource management
- Data collection standards
- Principles of public administration
- Report writing and research methods
- Proper spelling, grammar, and punctuation
- Standard office procedures and equipment; computer proficiency and technical ability utilizing MS Word, Excel, HRIS, or related software.
- Federal and state employment regulations and guidelines.
- Classification and compensation systems
- Organizational design

Ability to:

- Perform technical public personnel work
- Gather and analyze data and prepare comprehensive reports
- Organize assigned tasks and make adjustments in priorities as required.
- Maintain confidentiality at all times
- Demonstrate excellent customer service
- Perform mathematical calculations
- Understand and interpret complex human resources and legal issues

- Communicate clearly and concisely both orally and in writing
- Establish and maintain effective working relationships with other employees, departmental representatives and the general public
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic ethnic backgrounds and disabilities of community college students and staff.

LICENSES AND CERTIFICATES:

- Possession of valid California Motor Vehicle Operator's License

PHYSICAL AND MENTAL STANDARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job.

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 50 pounds
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment

Class Adopted: 04/25/2023

Class Amended: