



## HUMAN RESOURCES ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision (I), and limited supervision (II), performs a variety of professional and analytical Human Resources functions including payroll, benefits, recruitment, testing and selection, classification and compensation, discipline, grievances, investigations, employee relations, and employee training. Individuals in the II classification may act as a lead and/or supervise a special program/project.

### **CLASS CHARACTERISTICS:**

Incumbents of this professional series perform increasingly difficult and complex human resources-related analysis tasks, conducts studies, and coordinates projects. The I and II levels are both at the journey level. A distinguishing characteristic between the I and II is a combination of scope, significance and independence of the work performed and the level at which they are performing.

These positions report to the Division Manager in the Administrative Division.

### **ESSENTIAL FUNCTIONS:** *(including, but are not limited to, the following)*

- Plan and conduct recruitments for a wide variety of clerical, trades, technical, paraprofessional, professional, extra-help, and supervisory and managerial job classes.
- Perform a variety of analytical and technical tasks involved in the human resources function including recruitment, testing and selection, classification and compensation, discipline, grievances, investigations, labor relations support, employee relations, benefits administration, and employee training
- Create and amend job announcements, brochures, advertisements, and correspondence based on input received from divisional management and supervisor staff.
- Review and evaluate employment applications for minimum employment standards; review and compile test results; contact candidates and schedule appointments; may participate in interview process; prepare and send out notices in accordance with Civil Service Rules pertaining to recruitment activities.
- Assist in the development and preparation of written and oral performance exams.
- Analyze and prepare salary and benefit reports from a variety of sources including but not limited to websites, phone interviews, and published studies.
- Complete special projects relating to a variety of labor relations, risk management, and personnel management activities including coordinating the District's monthly safety program, and tracking staff evaluations and office inspections.
- Interpret District policies and procedures, Civil Service Rules, and Memoranda of Understanding to District employees and managers, members of the public, and applicants.

- Participate in various workshops and trainings; stay abreast of new trends and innovations in the field of Human Resources Management.
- Research and assess the impact of new or revised legislation; recommend changes to District policies; collect and analyze statistical data.
- Provide support for labor relations activities including collecting data, preparing reports, taking minutes, and responding to information requests.
- Administer and conduct new hire orientations; identify and collect background information; gather and assemble required information for input into HR and Payroll personnel and medical files.
- Receive, review and process payroll records, documentation, leave requests; audit documents for completeness, accuracy and conformance with Federal, State and District regulations, policies and procedures.
- Administer bi-weekly payroll, employee reimbursement program for approved employee-related training and travel expenses. Prepare deposits for employee payments, Federal and State taxes, third party payments and retirement contributions.
- Prepare a variety of reports for Federal and State tax payments, Workers' Compensation premium payments and Workers' Compensation audit.
- Administer District benefit programs and conducts annual open enrollment; process all changes related to annual benefit election changes as well as any mid-year changes; compile benefit data and prepare summary reports.
- Respond to staff inquires for information regarding payroll and benefits.
- Administer employee leave programs and notices required under State and Federal regulations including Workers' Compensation, FMLA, California Pregnancy Leaves, COBRA, and Medicare.
- Administer and track employee leave time under Federal and State leave regulations.
- Coordinate with employee and department representatives relative to reasonable accommodations to comply with Federal law.
- Reconcile bills from service providers to District records and prepares claims for payment; work with District employees and insurance companies to facilitate resolution of problems; prepare agendas and takes minutes for group health committees, labor management collaborative groups, and negotiations with bargaining groups.
- Updates the Human Resources webpages on both the external and internal District websites.
- Analyze and review District classifications; and prepare desk audits and/or position studies, make recommendations on changes and update and maintain class specifications.
- Investigate discrimination and harassment complaints accordingly and ensure established procedures are in compliance with applicable laws. Analyze findings, document, process and make recommendations.
- Perform related duties as assigned and as required to fulfill the essential functions of the position.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Fundamental principles and practices used in public personnel management including job and position analysis; recruitment and selection; principles and practices of human resources management and benefit administration; affirmative action; classification and compensation; employee and labor relations; complaint investigations; compensation and employee benefits; performance planning and appraisal; negotiating techniques and costing; modern trends in human resource program development; principles of organizational and administrative research, analysis and methodology; report writing methods and practices; management and organizational analysis and design; a general knowledge of Federal, State and Local laws, regulations and standards pertaining to equal employment opportunity, fair labor standards, affirmative action, diversity and inclusion, labor relations, employee benefits, Workers' Compensation, and safety.

**Ability to:**

Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; organize, analyze data related to human resources issues; prepare and present data in a logical format; identify, research and solve personnel management problems; maintain confidentiality of information contained in employee personnel files, medical files, and disciplinary meetings; exercise sound independent judgment and initiative within established guidelines; read and understand District policies and procedures and applicable Local, State and Federal legislation; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations; establish and maintain effective working relationships.

**Skill to:**

Operate standard office computer equipment and a variety of word processing, data management and other software applications.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Human Resources Analyst I** Two years of professional Human Resources experience including some experience in governmental agencies or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

**Human Resources Analyst II** Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of human resources management including recruitment and selection, organization and employee development, benefits, compensation, labor relations and diversity and inclusion, or a closely related field; two years equivalent experience as a Human Resources Analyst I; **and** one additional year of increasingly responsible professional experience performed in an independent manner that provides the required knowledge, skills and abilities to perform the essential duties of the position. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience (applicants who are currently in their final year of study leading to the required degree are encouraged to apply. Such applicants may compete in the examination and departmental selection processes but may not begin employment in a position until they have attained the required degree).

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally, the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, displays or other materials weighing up to 25 pounds may be required.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA: Non-Exempt  
I/II Flex  
Confidential/Unrepresented, Unit 32

Adopted: March 16, 2023