CLASS TITLE: HUMAN RESOURCES ANALYST

BASIC FUNCTION:
Under the general direction of an assigned Human Resources Administrator, independently performs advanced technical and analytical human resources functions related to position classification, compensation, recruitment and examinations; assists in the analysis and development of human resources policies and procedures, systems and structures; and performs a variety of complex and specialized administrative tasks. Duties involve a high level of responsibility for designated processes and services in the human resources division.

DISTIGUISHING CHARACTERICSTICS:
The Human Resources Analyst is a confidential, senior technical position that requires application of specialized knowledge in the area of human resources. This position requires an incumbent to possess a depth and breadth of subject matter expertise that allows one to function with significant autonomy to develop methods and tools to improve the speed, efficiency, and quality of personnel selection processes; evaluate existing policies and procedures, systems and structures for the purpose of streamlining human resources functions; and communicate with applicants, existing staff and management personnel with tact, diplomacy and sound judgment and professionalism in a way that is representative and fosters collaboration and positive relationships.

REPRESENTATIVE DUTIES
ESSENTIAL DUTIES
Performs advanced technical human resources duties which may include supporting the Personnel Commission's responsibilities.

Conducts position classification studies and recommends changes to the classification plan, establishment of new classifications, and reclassification of existing positions; develops and revises classification specifications.

Conducts job analysis to determine the knowledge, skills, and abilities or competencies to be assessed in employment examinations; designs and develops valid examination methods, tools, and evaluation and scoring criteria to assess required competencies; confers with hiring managers and subject matter experts in the development and evaluation of examinations.

Plans, oversees, and participates in the administration of human resources processes to ensure processes are administered in an effective, efficient, and legally compliant manner in line with Board policies, Federal and State laws, industry standards and with the spirit of the Merit System.

Conducts salary studies to recommend salary allocation for new classifications, salary reallocation for existing classifications, and changes to the salary schedules.

Provides technical and procedural guidance to District staff and the public regarding Merit System and Personnel Commission rules, collective bargaining agreement provisions, Board policies, District policies and procedures, and state and federal employment laws as they pertain to recruitment, examination, selection, classification, and compensation.

Develops and implements recruitment strategies and plans, identifies recruitment sources, and prepares and distributes position announcements to attract a wide pool of qualified candidates.

Collaborates with District administrators, staff, employee representatives, and others as assigned, in order to obtain or impart information, such as assisting district administrators to ascertain personnel and training needs; providing guidance to help resolve issues or concerns; explaining procedures and regulations; and analyzing existing structures and processes to create workflows that help maximize employee strengths and efficiencies.

Prepares and maintains a variety of correspondence, documents, narrative and statistical records and reports. Organizes and maintains a variety of files.

Prepares and processes confidential information pertaining to employer-employee relations. Takes and maintains minutes of negotiation sessions.

Assists in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Serves as a liaison and coordinates communications, meetings and activities between the Human Resources Administrator and other departments or divisions, personnel, managers, outside agencies, programs, services and the public regarding Human Resources functions, which may include the Personnel Commission.

Enters and maintains a variety of data in multiple computer systems; establishes and maintains automated records and files; maintains and updates assigned databases; initiates queries, develops spreadsheets, and generates various computerized lists, reports and documents as required; assures accuracy of data.

Provides general guidance and training to personnel as required; trains staff in the use of human resources software programs. May partner with departments to help identify employee training needs and facilitate the coordination of such. May assist with professional development projects and assignments.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES
KNOWLEDGE OF:
- Principles and techniques of personnel administration and organization, including basic merit system theory
- Laws, rules, policies and regulations affecting the Human Resources function including applicable sections of the California Education Code
- Techniques and tools used in the development and administration of recruitment, employment examinations, position classification, job analysis and compensation
- In-depth understanding of personnel administration, business processes and computer applications to streamline internal human resource process to achieve higher efficiency and higher quality administrative operations
- Methods, techniques, procedures, and best practices used in job analysis, classification studies, salary studies, examination planning and administration and other related human resources functions
- Methods, techniques, and measures used in employment examination design, development, and validation
- Applicable collective bargaining agreement provisions
- Modern recruitment strategies and techniques

- Principles and practices of administrative report preparation
- Principles and procedures of records management
- Mathematical principles, including statistical analysis principles and techniques
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform complex personnel administration functions pertaining to recruitment, examination, classification, compensation
- Apply and explain complex laws, rules, regulations, policies, and procedures
- Analyze complex problems and information and develop effective solutions and recommendations
- Utilize good judgment, knowledge, understanding and methods of Human Resources management, and apply best practices to appropriately respond to questions and provide information and guidance to clients.
- Perform mathematical calculations, including statistical analysis
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
- Administer assigned human resources information systems
- Manage multiple projects and processes simultaneously
- Plan and organize work to meet changing priorities and deadlines
- Learn and apply new information and skills
- Maintain current industry knowledge of innovative and best practices pertaining to examination development, classification, and compensation
- Gather, compile, and analyze data from a variety of sources to prepare reports and make recommendations
- Maintain confidential records and information
- Establish and maintain effective and collaborative working relationships with others at all levels internal and external to the organization
- Communicate clearly and concisely, both orally and in writing
- Facilitate effective meetings
- Provide training, guidance, and work direction to others
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:
Any combination of education, training, and/or experience equivalent to an associate's degree in human resources management, business administration, or related field, and three years increasingly responsible human resources experience including at least one year of experience conducting job analysis, developing employment assessments, or conducting position classification studies or employee training and development. A Bachelor's degree in a related field is highly desirable. Experience working in an education and/or civil service environment is highly desirable.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.