Job Title	Human Resources Analyst I/II	Supervisor	Human Resources Manager
Department	Finance & Administration	Class Group	Supervisor, Professional, Confidential
Division	Human Resources	Salary Grade	M59 M74
Section	N/A	FLSA Status	Exempt

JOB DESCRIPTION

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under the general supervision of the Human Resources Manager, the Human Resources Analyst I/II performs a variety of journey level professional duties in the development, implementation, and administration of human resource programs and services. The Human Resources Analyst I/II conducts recruitment and testing, employee orientation, administers pay and benefits; processes workers compensation claims and maintains the human resources information system; works closely with employees and management on matters of policy and practices, support for labor and employee relations issues and negotiations, conducts investigations as well as work on special projects, assignments and committees; and coordinates safety and health programs and trainings. Employees typically enter at the Analyst I level. An Analyst I performs most of the duties required of an Analyst II, but is not expected to perform at the same skill level. Analyst I exercises less independent judgment and discretion and/or have a narrower scope of responsibility. Upon meeting the performance standards of the higher level as designated by the division/department, employees are promoted to the Analyst II level. Analyst II is the fully-experienced, journey-level class.

ESSENTIAL DUTIES WEIGHT

Duty 1 15

Administers and maintains the human resources information system to ensure that all employee records are accurate and up-to-date, new hires and terminations are processed on a timely basis; maintains personal records and documents.

Duty 2 15

Manages recruitments, testing and online recruitment process; post jobs; prepares recruitment materials; conducts thorough internal and external recruitments, works with hiring manager with recruitment plan and timelines, coordinates and monitors the selection process as well as conducts background investigations, extends job offers, and arranges pre-employment physicals and new employee orientation.

Duty 3

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Assists in compiling and analyzing data including: salary and benefits surveys, census information, DMV records and employment costs; performs task analysis and writes job descriptions; updates salary grades and ranges; completes requests for salary and benefits surveys; conducts research on human resources related topics and projects.

Duty 4 15

Administers on the job injury claims with workers' compensation carrier; schedules employees with District physician; schedules and monitors annual physicals, spirometry and audiograms for designated groups of employees; administers commercial driver license programs and maintains records of random drug and alcohol testing in compliance with DOT regulations; coordinates safety and health trainings and programs.

Duty 5 15

Implements and interprets MOU provisions, HR policies, state and federal leave laws and regulations; ensures compliance with all applicable employment laws and equal opportunity regulations.

Duty 6 15

Administers and maintains District benefit programs including medical, dental, disability, life, FSA, employee recognition, COBRA, open enrollment, etc.

Duty 7 5

Consults with managers and employees on issues and problems; conducts investigations; recommends appropriate resolutions before issues become grievances.

Duty 8 10

Works on special projects and assignments in support of the Human Resources Manager; assists Human Resources Manager during labor negotiations; serves on committees, taskforces, etc.; conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of human resource issues and topics; makes oral presentations as required; updates and revises written directives, manuals, policies and procedures as appropriate;

Duty 9 5

Performs other duties as assigned.

Sum of Weights 100

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and procedures of public personnel administration and management;
- District policies, Federal and State laws related to personnel administration;
- Recruitment and selection methods;
- Benefit enrollment policies and practices;
- Standard research and data collection methods and techniques
- ◀ Basic office software and computer systems and human resource computer applications.

ABILITY TO:

- Prepare a variety of technical reports;
- Schedule and coordinate activities, events and meetings;
- ◀ Type at a rate of 50 wpm;
- Work independently, and use a personal computer in the performance of required work;
- Perform mathematical calculations accurately;
- Communicate in an effective manner with applicants, employees and others in a one-onone or group setting.

PHYSICAL AND SENSORY REQUIREMENTS:

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines;
- Ability to lift and carry up to approximately twenty-five pounds, and to reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Both levels: A Bachelor's degree in business administration, business management with an emphasis in Human Resources or other related field is required.

EXPERIENCE: Human Resources Analyst I - One (1) year of professional-level human resources program support experience is required.

Human Resources Analyst II – Three (3) years of professional-level human resources program support experience is required.

Two (2) years of responsible human resources or administrative support experience is required.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

An IPMA-Certified Professional (IPMA-CP) or IPMA-Certified Specialist (IPMA-CS) certification from the International Public Management Association for Human Resources. A Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification from the Society for Human Resource Management.