

SENIOR HUMAN RESOURCES ANALYST
JOB DESCRIPTION - CONFIDENTIAL

POSITION OVERVIEW

The Senior Human Resources Analyst performs complex and specialized administrative studies and analysis of the Human Resources Department's procedures, policies and precedents related to personnel, recruitment, classification, compensation, benefits and other Human Resources functions for all employees. The position performs at full journey-level, making independent recommendations and conducting independent research of factual and procedural questions for the solution of a full range of related issues. The Senior Human Resources Analyst reports and performs their duties under the general supervision of the Human Resources Manager and may direct the work of hourly employees and staff in Human Resources.

REPRESENTATIVE DUTIES

1. Assist and supports high-level Human Resources projects including but not limited to data analytics, classification/compensation studies, improvement audits, Human Resources information systems and employee records.
2. Provides recommendations in the interpretation and application of policies, procedures, regulations, memorandum of understanding and collective bargaining agreements.
3. Reviews, evaluates, and facilitates the processing of hiring documents of new employees.
4. Provides information to District employees about Human Resources regulations, procedures, benefits and forms.
5. Serves as liaison between Human Resources and Payroll in ensuring that operations needs are met.
6. Assists in the implementation of multi-stakeholder onboarding programs, employee lifecycle programs, technology programs, and other programs as required.
7. Maintains, prepares, and reports appropriate Human Resources items for the Human Resources docket.
8. Analyzes and makes recommendations concerning operational and technical matters in specified areas of Human Resources; considers conflicting or divergent opinions and produces mutually acceptable solutions to issues.
9. Provides analysis and serves as a reference source in the interpretation, application, and compliance of county, state, and federal regulations and guides concerning employment and Human Resources administration.
10. Administration of employee leaves of absence programs; ensure compliance with all federal, state, and local laws and regulations as well as District Board policies and Administrative Regulations; oversee the maintenance of databases including FMLA and family illness database.
11. Serves as a technical expert within specialized areas of Human Resources and develops new or revised methods of meeting problems within different levels, sensitivity, or dynamics.
12. Prepares written recommendations and submits them for review with investigative, factual, and analytical data in appropriate format.
13. Researches, compiles, and presents data surveys and reports related to assigned group of employees.
14. Assists and supports in the preparation, maintenance, and analysis of confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.
15. Responds, advises, and provides consultations to requests/inquiries from employees, the public and/or outside agencies.
16. Coordinates team projects or independently carries out special assignments under general supervision.
17. Communicates orally or in writing, utilizing data, graphic representations, or reference information, with other Business Partners, administrators, staff, and the public regarding Human Resource related questions or topics.

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REPRESENTATIVE DUTIES (CONTINUED)

18. Represents Human Resources in meetings, hearings, conferences, workshops, or negotiations as assigned.
19. Assists in the orientation, onboarding, or training of new or existing District employees or faculty as assigned.
20. Researches and analyzes employee assignments to ensure compliance with the Education Code, minimum qualifications and District Administrative Regulations.

KNOWLEDGE AND ABILITIES

Thorough knowledge of:

1. Applicable sections of California Education Code, Title 5: Americans with Disabilities Act, California Labor Laws, California Housing and Employment Act, the California Family Rights Act, and other applicable Federal and State laws and regulations.
2. Principles of Human Resources programs, practices, and techniques.
3. Project management principles and implementation of Human Resources processes, procedures, and policies.
4. Software such as Advocate/Maxient, Ellucian Banner/Colleague, Workday, project management software, case management, and related HRIS/Human Resources software.
5. General personnel, recruitment and class practices and procedures.
6. Employee selection systems, and employee benefits.
7. Office machines, filing systems, and records checking.
8. Modern office practices and procedures.

Ability to:

1. Gather, complete, and analyze information/input/data/ideas and make recommendations for creative strategies, and solutions to existing problems.
2. Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.
3. Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, policies, and precedents to personnel problems.
4. Clearly communicate ideas and recommendations.
5. Write and provide comprehensive reports clearly and concisely.
6. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
7. Display independent analytical capabilities and a process improvement mentality.
8. Learn new software packages quickly for recruitment, personnel, spreadsheets and databases.
9. Collaborate in both small team and large, cross-functional environments.
10. Gather and analyze data, reason logically and draw valid conclusions.
11. Analyze situations and make appropriate decisions and/or recommendations.
12. Work with and provide direction to other employees in the completion of the day-to-day work.
13. Excel in an ever-changing environment using an ambitious mindset.
14. Maintain confidentiality of non-public information.

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MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two (2) years recent experience in personnel involving the interpretation of laws and policies.

Board Approval Date: February 12, 2024