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|-----------------|--------------------------------|-------------------|-----------------------------------|
| JOB TITLE:      | <b>HUMAN RESOURCES ANALYST</b> | DIVISION:         | <b>DISTRICT – HUMAN RESOURCES</b> |
| REPORTS TO:     | <b>HUMAN RESOURCES MANAGER</b> | EEO CATEGORY:     | <b>02 - PROFESSIONAL</b>          |
| FLSA:           | <b>NON-EXEMPT</b>              | SAFETY-SENSITIVE: | <b>NO</b>                         |
| CLASSIFICATION: | <b>NON-REPRESENTED</b>         | LOCATION:         | <b>SAN RAFAEL</b>                 |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under the direct supervision of the Human Resources Manager, the Human Resources Analyst performs difficult and complex journey level Human Resources work in a customer service and team-oriented Human Resources Department. The individual in this position is expected to be fully competent to independently perform a full range of duties including the development and delivery of Human Resources services and projects, administers and maintains HR programs, and manages data to perform analytical tasks involving specific HR areas including; Recruitment, Benefits, Compensation, Employment, Human Resources Information Systems (HRIS), Organizational Development/Training, and other related HR areas as assigned. This position requires the ability to perform as an HR Generalist, and is expected to complete specified project assignments, compile and present technical data for formal reports and presentations with recommendations to respond effectively to technical HR program inquiries and issues, and is expected to effectively resolve policy issues. The HR Analyst may act as an internal consultant to Directors, Managers, and Employees to provide guidance on policies, procedures, and labor contracts.

### Essential Responsibilities

#### CORE ESSENTIAL RESPONSIBILITIES:

Human Resources Analysts are responsible for programs and records management and must exercise; initiative, critical thinking skills, effective communication, independent judgment, knowledge of Federal and State and local labor laws, the ability to interpret union agreements, District policies, and must demonstrate District Values.

- Must demonstrate the highest standard in handling confidential and sensitive information.
- Must be flexible and able to assess and change priorities, and have ability to effectively problem solve.
- Must interact respectfully with others and work successfully in a team environment.
- May lead other team members in various projects or during interim assignments.
- Uses analytical skills to research, compile, and generate necessary reports for compliance with regulations, as well as internal reports for District use.
- Provides recommendations and responses to strategic and operational issues.



- Maintains current level of knowledge and awareness of new trends, legislation, and innovations in the field of Human Resources to respond to District issues and supports planning efforts to develop programs.
- Provides effective coaching and counseling techniques to all levels of management and all levels of employees.
- Uses HRIS and other data management systems on a daily basis as required or assigned.
- Performs other related duties as required or assigned.
- Regular and reliable attendance and performance is required.

## PRIMARY RESPONSIBILITIES:

### HR ANALYST: EMPLOYMENT ADMINISTRATION

- Responsible for planning, coordinating and conducting all aspects of employee recruitment and selection including the development of selection criteria in coordination with the hiring department, creates job announcements, determines sourcing and outreach efforts, screens applications and resumes, conducts panel interviews, employee selection, and new hire orientations.
- Independently develops and delivers job offers and completes required documentation for placement of new hires.
- Ensures post-offer medical examinations and pre-employment drug screens are completed correctly and on time.
- Conducts confidential background checks, security clearances, and reference checks including DOT - ROI verification and driver record checks.
- Represents the District when attending professional and occupational networking events, and also within the community by conducting diversity outreach activities including job fairs and related workshops.
- Facilitates employee separation process.
- Prepares monthly recruitment status reports for assigned requisitions.
- Other related duties as required or assigned.

### HR ANALYST: BENEFITS ADMINISTRATION

- Communicates benefit plan information and District policies to employees in person, using written communications, and using computer-based applications (i.e. Intranet, Website, etc.)
- May serve as a liaison to employees and internal business units to communicate verbally and in writing at different levels of the organization regarding the interpretation of benefits related regulations, laws, and practices
- Uses and maintains HRIS applications and records as needed
- May train managers and supervisors regarding benefits and related policies and procedures
- Researches and assists in the development, implementation and communication of applicable District policies and procedures



- May lead activities and staff involved in monitoring and implementing personnel transactions
- Key point of contact for all benefit program related issues and inquiries
- Other related duties as required or assigned

## Required Knowledge, Skills and Abilities

### Knowledge of:

- District Policy and Memorandum of Understanding (MOU)
- Principles and practices of effective employee and labor relations.
- Federal, State, and local laws related to benefits including EEO, ADA, FMLA, FLSA, HIPAA, PEPR, ACA and compliance laws (*applies to HR Analyst - Benefits Administration*).
- Principles and practices of public sector human resources administration including employee practices and trends, classification and compensation, employment testing methods, and benefit management (*applies to HR Analyst – Employment Administration*).
- Federal, State and local employment laws and regulations (*applies to HR Analyst – Employment Administration*).
- Equal Employment policy (*applies to HR Analyst – Employment Administration*).

### Skills or Ability to:

- Demonstrate effective oral and written communication skills.
- Show respect and sensitivity for cultural differences; educates others on value of Diversity and the importance of a harassment-free workplace.
- Work in a fast-paced, high energy, high productivity environment.
- Gather complex and diverse information, research data; uses intuition and experience to compliment data and present analysis.
- Identify and resolve problems in a timely manner; develops alternative solutions in group problem solving situations, uses reason even when dealing with sensitive issues.
- Demonstrate effective customer service approach to respond to needs; gather feedback; and develop relationships and establish solutions.
- Apply effective listening and conflict resolution skills.
- Display a willingness to make decisions; exhibits sound and accurate judgment; support and explain reasoning for decisions; and acts in a timely manner.
- Demonstrate attention to details while keeping the larger picture in mind.
- Perform effectively while under pressure.
- Willingness to get the job done with a strong sense of urgency within an appropriate timeframe.
- Work in the “gray” area of interpreting HR requirements and responds effectively to difficult situations.
- Effectively collaborate with staff on assigned projects



## Minimum Qualifications

### Education and/or Experience:

- Bachelor's degree with coursework in Human Resources, Public Administration, Business, or a closely related field. Additional position-related experience may be substituted in lieu of degree. **Applicants who do not possess a degree should attach a statement supporting position related experience in lieu of degree.** A Master's Degree may be substituted for one year of experience.
- Two years recent full-time position-related Human Resources Generalist experience including HR program administration and project management.
- Demonstrated proficiency at an intermediate or advanced level of skill using computers and applicable software including Microsoft Office applications: Excel, PowerPoint, and Word or other comparable applications.
- Must demonstrate an intermediate level of knowledge and skill using Human Resources Information Systems (**HRIS**) or similar database applications (i.e. Microsoft Access).
- Experience in a public sector environment in a multi-union environment highly desirable.
- Professional certification in Human Resources or equivalent highly desirable.

### Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.

### Physical Requirements:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.