

POSITION: HUMAN RESOURCES ANALYST, ADMINISTRATION
Req. #PS100544, (Location: San Rafael, CA)

SALARY RANGE: \$62,653.00 - \$75,699.00 annually, plus excellent benefits
(37.5 hour workweek)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)



DATE POSTED: Friday, June 04, 2010

CLOSING DATE: Monday, June 14, 2010, 4:30 p.m.

OPEN TO: All Qualified Applicants

OPENINGS: 1 and to Create and Eligibility List for this recruitment

POSITION DESCRIPTION:

Under the direct supervision of the Human Resources Director, this position performs work as a journey level professional in a customer service and team-oriented Human Resources Department. The HR Analyst will act as an internal consultant to Directors, managers, and employees to provide guidance on laws, regulations, policies, and labor contracts to resolve HR related issues. The individual in this position is expected to be fully competent to independently perform a full range of Human Resources generalist activities including the development and delivery of Human Resources services and projects including Benefits, Human Resources Information Systems (HRIS), Compensation, Employment/Recruitment; Organizational Development/Training, and others as assigned.

MINIMUM JOB REQUIREMENTS:

College level training and experience equivalent to:

- 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 (*a written statement detailing experience must be submitted with the application*). A Masters Degree may be substituted for one year of experience
- Two years recent full-time position-related Human Resources Generalist experience, including responsibility for performing HR program implementation 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
- Must demonstrate an intermediate level of knowledge and skills using Human Resources Information Systems (**HRIS**) or similar database applications (i.e. Microsoft Access)

DESIRABLE EXPERIENCE REQUIREMENTS:

- Experience in a public sector environment working with multiple unions is *highly desirable*, but not required
- Professional certification in Human Resources or equivalent is *highly desirable*, (PHR, SPHR, CCP etc.) but not required
- Experience with implementation and maintenance of Human Resources Information Systems (HRIS) to support and deliver human resources programs and coordinate with automated payroll/HRIS systems is *highly desirable*
- Experience with HR data and records management, and skills for creating efficient workflow processes and procedures is *highly desirable*

- Human Resources project management experience is *highly desirable*
- Supervisory or lead experience is *desirable*

ESSENTIAL RESPONSIBILITIES:

- Collaborates with the Payroll and Information Systems departments to ensure HRIS system integrity, continuity of information, system maintenance and documentation as it relates to the HR module and ensures that the system captures all applicable District pay, leave, Human Resources and Payroll rules.
- Compiles and presents technical data for formal reports and presentations with recommendations to respond effectively to technical HR program inquiries and issues, and effectively resolve policy issues.
- Responsible for automated/electronic confidential human resources records including employee pay, benefits, leave, deductions and contributions including benefit reconciliation. Coordinates data flow and records management of processes for critical information.
- Collaborates and communicates with HR department, other District units, public agencies and private employers to provide appropriate information to respond to inquiries as needed.
- Provides responsible accurate and timely interpretation and application of HR programs for labor agreement compliance District-wide as it relates to the HRIS system.
- Has “ownership” of the input, output, and overall data integrity of HR and employee related records and is the primary liaison to Payroll and Information Systems to identify FMIS/HR issues, solve technical problems and implement solutions in a timely and results-driven manner
- Oversees the entry of employee information, change of status records, maintenance of records, reports, as well as periodic/systematic audits to ensure accuracy of data and generates and enhances standard reports.
- Participates and supports user training via hands-on training, desktop manuals, and Q&A sessions. Provide support to end-users including resolution of processing problems. Escalate technical issues as appropriate.
- Act as an authority and critical resource on HR projects to support system capabilities and identify limitations as they relate to new policies, procedures, and MOU negotiations.
- Document all system changes via desktop manuals, system development and maintenance manuals.
- May prepare a variety of drafts and finished materials, which may include technical content and terminology related to the activities of the division or department, including materials for meetings, speeches, presentations, and agenda items.; reviews and/or edits materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Prepares and reviews a variety of periodic, statistical and special reports regarding the activities of the division or department, which may require research, compilation of data, designing forms, and ascertaining project status from various sources.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to use professional judgment to apply federal and state labor laws, Human Resources, and District policies, practices, and procedures that apply to work and the ability to consistently enforce policies and procedures.
- Ability to interpret Memorandum of Understandings for policy, procedure and paperwork processing needs including the ability to apply complex pay rules as outlined in various MOUs, legal provisions and District policies and procedures.
- Must possess exceptional analytical, investigative, proactive problem solving, decision making, follow through, and documentation skills.

- Strong communication skills, both verbal and written. Ability to communicate clearly and concisely to obtain and relay accurate information.
- Ability to understand and anticipate functional HRIS issues, technical issues, needs, and challenges within the applications system and articulate and recommend system solutions and process improvement opportunities.
- Must possess ability to articulate and recommend system solutions and process improvement opportunities with the ability to “push back” as necessary with applicable information, possible options, and scenario developments.
- Must demonstrate aptitude for learning principals and practices related to system development, implementation and maintenance with the ability to comprehend technical systems concepts.
- Ability to be self-directed and motivated to plan, organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of supervision in a high volume, high visibility office environment with frequent interruptions, a broad range of demands, and changing priorities.
- Ability to compose business letters and reports using correct grammar, punctuation, spelling and format.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Requires sufficient physical mobility to visit a variety of work sites
- Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds
- Most work is conducted in an office environment

REQUIRED LICENSE(S)

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

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENT STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

THREE WAYS TO APPLY:

- **E-MAIL to:** jobs@goldengate.org:
Please reference the position title in the subject line of your email.
- **MAIL to:** Human Resources Department – R. Bolts
1011 Andersen Drive
San Rafael, CA 94901-5318
- **Apply IN PERSON:** at 1011 Andersen Drive, San Rafael, CA 94901-5318

For directions and general information visit our web site – www.goldengate.org

Office Hours: 8:30 a.m. – 4:30 p.m.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. Supplemental Questionnaire (both internal and external applicants)
2. Cover letter and Resume (both internal and external applicants)
3. Proof of degree or statement of additional qualifying experience in lieu of degree (both internal and external applicants)
4. Application for Employment (external applicants only)

In order to meet the application deadline, ALL required materials MUST be received in the Human Resources office prior to 4:30 p.m. on the deadline date. Postmarks are not accepted. **Materials received after the close date/time will not be considered.**

THE SELECTION PROCESS FOR THIS POSITION will include:

- Oral Panel Interview (*candidates best meeting the qualifications listed on this Job Announcement will be invited to participate in Oral Panel Interview*)
- Department interview (*for final candidates*)
- Microsoft Office Skills and Writing Skills Test
- Background/Employment/Security/Education Investigation (*Post offer of employment*)

The District will invite only those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

REV 06/04/2010

HP/RB

**Human Resources Coordinator
Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**