

REPOST



POSITION: **HUMAN RESOURCES ANALYST - GENERALIST**
(Position is located in the Administrative Offices in San Rafael, CA.)

CLASS CODE: **91148/Exempt**

OPENINGS: **1 & To Create A List**
(Please note that current and future vacancies may be filled through creation of an eligibility list for this classification.)

OPEN TO: **All Qualified Applicants**

SALARY RANGE: **\$62, 653.50- \$ 75,699.00 annually, plus excellent benefits (37.5 hour workweek)**
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: **Wednesday, June 24, 2009**

CLOSING DATE: **Friday, July 10, 2009**

In order to meet the application deadline, ALL applications MUST be received in the Human Resources Office prior to 4:30 p.m. on the deadline date. Postmarks are not accepted. Applications received after the deadline date will not be accepted.

Please mail or e-mail resumes to:

T. Claire
jobs@goldengate.org
Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901

Please reference the position title in the subject line of your e-mail.

Also complete an EEO tear sheet that can be obtained from our website at www.goldengate.org

OR APPLY AT:

Human Resources Department
1011 Andersen Drive
San Rafael, CA 94901-5318
Application Request Line: (415) 257-4526

For Directions and General Information visit our:
Web Site – www.goldengate.org
Office Hours: 8:30 a.m. – 4:30 p.m.

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

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION:

- Application for Employment
- Resume and Cover Letter
- Supplemental Questionnaire
- Evidence of Bachelor's degree including course work in Business, Public Administration, Human Resources, Social Science or a closely related field. Position-related experience may be substituted on a year-for-year basis in lieu of degree. (A written statement detailing experience must be submitted at time of application.)

EDUCATION/EXPERIENCE REQUIREMENTS:

College level training and experience equivalent to:

- 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 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 and a multi-union environment highly desirable, but not required
- Supervisory experience highly desirable
- Professional certification in Human Resources or equivalent highly desirable

REQUIRED LICENSE(S):

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

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
- A large percentage of time is spent using personal computers and telephones

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 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 related or assigned. This position reports to the Human Resources Director and 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 will act as an internal consultant to Directors, Managers, and Employees to provide guidance on laws, regulations, and policies and labor contracts to resolve HR related issues.

ESSENTIAL RESPONSIBILITIES (Core):

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 be flexible and able to assess and change priorities, and must also provide effective problem solving skills to respond to challenging HR related situations
- Must interact 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 responds to strategic and operational issues

ESSENTIAL RESPONSIBILITIES (Core) CONT:

- 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

EMPLOYMENT (RECRUITMENT AND STAFFING):

- Responsible for conducting all aspects of employee recruitment and selection including the development of selection criteria in coordination with the hiring department, creates job announcements, determines outreach efforts, screens applications and resumes, conducts panel interviews, employee selection, and new hire orientations
- Plans, coordinates, and conducts sourcing and recruitment activities to attract applicants in a timely manner and participates in screening efforts to qualify applicants for interview and selection
- 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
- Represents the District when attending professional and occupational networking events, and also out in the community by conducting diversity outreach activities including job fairs and related workshops

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 or 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
- Other related duties as required or assigned

CLASSIFICATION/COMPENSATION:

- Uses and maintains HRIS applications and records as needed to maintain and provide accurate District workforce reports and records
- Maintains and updates specifications and job descriptions with proper approvals
- Audits pay rate table; proposes changes and/or updates as applicable
- May assist in job audits and analyses of positions
- Evaluates positions for FLSA classification and proposes exempt or non-exempt status
- Acts as liaison with other agencies to provide benchmark policy, wage and benefit information
- Other related duties as required or assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work in a fast-paced, high energy, high productivity environment
- Ability to gather complex and diverse information, research data; uses intuition and experience to compliment data and present analysis
- Identifies and resolves problems in a timely manner; develops alternative solutions in group problem solving situations, uses reason even when dealing with sensitive issues

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES CONT:

- Ability to use effective customer service approach to respond to needs, gathers feedback and develops relationships, and establishes solutions
- Ability to apply effective listening and conflict resolution skills
- Displays a willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; acts in a timely manner
- Demonstrates a knowledge of Equal Employment policy; shows respect and sensitivity for cultural differences; educates others on value of Diversity and the importance of a harassment-free workplace
- Knowledge of Federal, State, and local laws including EEOC, ADA, FMLA, and FLSA
- Ability to effectively use various statistical techniques. Ability to prepare and present narrative and statistical reports orally and in writing
- Knowledge of principles and practices of effective employee and labor relations
- Ability to pay attention to small details, while keeping the larger picture in mind
- Ability to perform effectively while under pressure
- Ability to coordinate and supervise work of staff as required or assigned
- Ability and willingness to get the job done with a strong sense of urgency and within an appropriate timeframe
- Ability to work in the “gray” area of interpreting HR requirements and responds effectively to difficult situations

SELECTION PROCEDURES (may include*):

- Employment Application
- Supplemental Questionnaire
- Written assessment evaluation and work skills tests
- Oral Panel Interview
- Pre-employment medical examination (post offer)
- Physical abilities assessment (post offer)
- Drug screen (post offer) *

* The District will invite only those candidates whose qualifications **most closely match** the position requirements to continue in the selection process

** The District is a drug free workplace. Applicants under consideration will be required to undergo **drug testing** prior to District employment

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, national origin, ancestry, age, marital status, pregnancy, medical condition, Disability or sexual orientation.

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.

R: 04/08

Revised: 06/23/2009 – HP/TC

Human Resources Analyst - REPOST
Class Code: 91148/Exempt

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