

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: HUMAN RESOURCES ANALYST**

### **SUMMARY DESCRIPTION**

Under the direction of the Director of Human Resources or assigned management staff, perform a variety of professional level administrative, technical, and analytical duties in support of the District's human resource functions; perform a variety of complex analyses, studies, and research projects as requested and in support of human resources functions; provide information and assistance to District employees and the general public regarding human resources activities, policies, and procedures; and provide lead direction to assigned technical, administrative, and clerical staff;

This is a confidential classification. As such, incumbents perform duties that involve gathering or reviewing information or data concerning employee grievances or discipline matters, or data relating to or containing information about employer bargaining positions, negotiation strategies, or proposals.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level professional class in the human resources series. Positions at this level assist as needed in all functional areas of human resources and independently perform responsible and difficult analytical, systems, statistical, programmatic, project/program management, and other administrative analyses duties in providing responsible staff support to the Human Resources Office. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, policy and procedures development, or other areas specific to the human resources. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Independently perform a variety of professional level duties as needed in all functional areas of the Human Resources Office; conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of difficult and complex human resource issues and topics. **E**
2. Recommend, create, and implement human resources programs; participate in the development and implementation of human resources systems; recommend and implement changes and improvements to human resources procedures and policies; maintain, update, and revise written directives, rules, and regulations and various handbooks as appropriate. **E**
3. Assist in the review, analysis, and implementation of HRIS systems software and business process changes to maximize operational efficiencies; assist systems analysts in addressing HRIS system needs and improvements. **E**
4. Work with Information Technology staff in the reporting of MIS data; perform data extracts, compile information, and generate reports; provide human resources staff with updates on MIS reporting needs. **E**

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Human Resources Analyst - *Continued***

5. Coordinate and facilitate the reporting of human resources related data to the Chancellor's office. *E*
6. Coordinate the receipt, collection, and submittal of data on behalf of California Public Records Act requests. *E*
7. Provide classification, salary, and employment-related information to other educational institutions, agencies, and associations. *E*
8. Conduct and implement classification, reclassification, and organizational studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; develop new and revise existing classification specifications. *E*
9. Participate in conducting wage, salary, and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; collect, compile, and analyze data; prepare written reports including analysis and recommendations for action. *E*
10. Assist in employer-employee labor negotiations with various bargaining units; conduct a variety of surveys; gather and compile data for negotiation purposes; research and analyze information; prepare time-sensitive reports, charts, and graphs; assist with calculating negotiated costs. *E*
11. Provide assistance with employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions, and other employee relations issues.
12. Coordinate and implement the District's recruitment and selection activities; design and implement efficient search processes to attract and select highly qualified candidates; conduct adverse impact analysis for each position; provide assistance to selection committees in structuring the interview process; provide orientation of selection committees; ensure compliance with all aspects of Title 5 with respect to hiring and selection processes; assume overall responsibility for ensuring the District is conducting an efficient search process.
13. Respond to questions and requests for information and assistance from District employees, interested applicants, outside agencies, or the general public over the phone, in writing, or in person; provide specialized, technical, and procedural information regarding the interpretation and application District policy, procedures, and practices as well as federal, state, and local laws including the California Education Code; resolve complaints in an efficient and timely manner; refer matters to appropriate staff members as required. *E*
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration; monitor developments in the human resources field that affect community college human resources activities and business processes; make recommendations for implementation. *E*
15. Assist in conducting training programs and activities; coordinate implementation of training programs with management staff.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Human Resources Analyst - *Continued***

16. Direct, coordinate, and review the work plan for assigned technical, administrative, and clerical staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures.
17. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Operations, services, and activities of a human resources program.

Principles and practices of public human resources administration including in the areas of employment, classification and compensation, employee development, training, and related areas.

HRIS applications and software.

Information and research resources available related to areas of assignment.

Principles and practices used in researching, reviewing, and analyzing a variety of human resources administrative and statistical data.

Principles and practices used in the preparation of comprehensive, clear, and concise reports.

District organization, operations, policies, terminology, rules, programs, and objectives.

Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and HRIS management systems.

Principles and procedures of confidential record keeping.

Principles of business letter writing.

Methods and techniques of customer and public relations; principles and practices of customer service.

Mathematical principles.

English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Public speaking and written communication skills.

Basic principles and practices of providing training and work direction to staff.

**Ability to:**

Perform a variety of professional-level personnel work with minimum supervision involving the use of a high level of independent judgment and personal initiative in support of Human Resources Office functions and programs including in the area of recruitment, selection, classification, compensation, employer-employee labor negotiations, and policy development.

Assist in organizing and administering various District human resources programs, functions, and services.

Assists in a variety of HRIS systems analyses.

Read, interpret, and explain complex information to various audiences; express difficult concepts clearly in oral and written communications.

Research, compile, analyze, and interpret information and data.

Understand and analyze statistical information.

Make complete and accurate analyses, reports, and recommendations in a variety of personnel areas; prepare clear and concise oral and written reports both narrative and statistical.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Human Resources Analyst - *Continued***

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Effectively represent the Human Resources Office to outside individuals and agencies to accomplish the goals and objectives of the unit.

Maintain current knowledge of, understand, interpret, apply, communicate, and explain general and specific administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, rules, regulations, requirements, and restrictions.

Plan and organize work to meet schedules and time lines; meet critical deadlines while working with frequent interruptions.

Type or enter data at a speed necessary for successful job performance.

Operate office equipment including computers and supporting word processing, spreadsheet and database applications.

Adapt to changing technology and quickly learn functionality of new applications and systems.

Maintain confidential records and reports.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

Provide specialized information to others concerning various human resources policies and practices.

Make presentations and/or lead training workshops for a diverse audience.

Organize, provide direction, and review the work of lower level staff.

Exercise judgment, diplomacy, discretion and a high level of independence in handling matters of a sensitive nature.

Promote and maintain positive staff, student, and community relations.

Work confidentially with discretion; maintain confidentiality of work performed.

Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: A Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, organizational development, or a related field; two years of increasingly responsible professional-level human resources experience that includes one year of experience conducting research and developing related reports.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Human Resources Analyst - *Continued***

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Created: April, 2019  
*Forsberg Consulting Services*