



POSITION DESCRIPTION

TITLE: HUMAN RESOURCES ANALYST
REPORTS TO: Human Resources Manager
GRADE: 6
FLSA: Non-Exempt
CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: None
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Associate's degree with three years of progressive responsibility and experience in human resources, or high school diploma or equivalent along with five years progressive experience. A valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of three years of progressively responsible experience performing a variety of human resources support functions, including HRIS systems, legislative requirements, benefits administration, workers' compensation, employment law, and personnel record keeping. Previous experience in handling and maintaining information of a confidential nature is required. Experience using a personal computer and related peripherals with an emphasis on utilizing spreadsheet programs is required. Excellent ability to organize and manage competing priorities is necessary.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive specific work assignments, general direction, and to review overall work accomplishment; District management to provide a variety of analytical support functions; Board of Directors, as required to present or assist with presentation of materials; all District personnel to carry out the requirements of the position.

EXTERNAL: Interaction with applicants, consultants, vendors, government agencies, and officials to recruit, schedule meetings, coordinate events, and assist with problem resolution.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; ability to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position is responsible for assisting the Human Resources Manager by performing a wide variety of analytical and administrative personnel related duties. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly 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 or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
40%	Assists with labor and employee relations issues: <ul style="list-style-type: none">• Conducts wage, salary, and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations.• Conducts and recommends classification, reclassification, and organizational studies.• Conducts research, analyzes data, and prepares recommendations on various personnel administration issues.• Schedules and monitors personnel evaluations.• Prepares termination documents.• Conducts exit interviews.• Assists in the meet and confer process with recognized employee associations.• Coordinates employee service awards and employee events.• Maintains working knowledge of all legislative information as it relates to human resources.
20%	Responsible for administering and coordinating the District's recruitment and selection programs: <ul style="list-style-type: none">• Develops job announcement information.• Prepares, distributes, collects and screens applications.• Conducts the interview and selection process.• Coordinates job knowledge evaluations, reference and background verifications; schedules required pre-placement physicals.• Conducts new hire orientations; ensures safety orientations are scheduled and completed.
20%	Administers the District's benefits programs: <ul style="list-style-type: none">• Verifies monthly premium billings.• Coordinates and prepares COBRA notifications.• Prepares benefit censuses, audits and various other reports.• Manages annual open enrollment.• Coordinates benefits administration with outside vendors.• Assist employees with benefits issues.
10%	Administrative duties: <ul style="list-style-type: none">• Organizes, maintains and assists with implementation of retention requirements for

- District files and data.
 - Updates District job descriptions, Human Resources manuals, handbooks, orientation materials, web sites, and other related documents.
 - Responds to employment and insurance verification requests.
 - Maintains personnel files and review system.
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NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.