



## **JOB TITLE: HUMAN RESOURCES ANALYST**

Classification: Confidential  
Salary Range: 12

Retirement Type: PERS\*  
Revised/Board Approved: January 16, 2018

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**CONFIDENTIAL STATUS:** This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer's employer-employee relations.

### **BASIC FUNCTION:**

Under the direction of the Human Resources Director, this position oversees HR data collection operations, data analysis, online record-keeping, and various reporting functions. Triages employee relation matters and assists with workplace investigations.

### **REPRESENTATIVE DUTIES:**

Oversee HR database operations and data collection processes. Oversee the maintenance of accurate HR records and processing of records. Provide guidance to other HR staff regarding database operations, processing, workflows, policies, and procedures.

Implement and maintain a variety of assigned HR-related databases and other electronic systems. Oversee the development, implementation, and maintenance of operations documentation. Develop database enhancements and updates as needed. Develop and implement data integrity measures and auditing systems to ensure accurate reporting.

Test, troubleshoot, and monitor databases and resolve problems. Plan and design controls and/or procedures in consultation with supervisor and IT personnel to protect data from modification. Control and protect data integrity.

Design standard and ad-hoc reports for management and online surveys. Compile and evaluate report data. Implement procedures to systematize report generation. Consult with supervisor on report design, project requests, and problem resolution.

Collect and analyze data used in negotiations of wages, hours and other terms and conditions of employment.

Generate a variety of ad-hoc reports for collective bargaining purposes.

Review classification specifications and salaries based on compiled data.

Conduct research and analysis of collective bargaining, workplace investigations and other employee relations matters. Assist supervisor in identifying and documenting trends and patterns.

Gather, analyze, organize and compile evidence from multiple sources for investigative reports, development of timelines, and responses to state and federal government agencies, administrative hearings, and mediations.

Assist management in developing and implementing new operational procedures to accommodate legislative changes; develop and monitor operational procedures to enhance workflow and program effectiveness.

Provide assistance to managers and employees on matters, including those of sensitive nature, related to District policies, procedures and practices, contractual provisions, Education Code, and other applicable laws, rules and regulations. Identify and document behaviors or incidences in violation of District or other legal policies, procedures, practices and prepare comprehensive reports of interviews for supervisory review.

Remain current on related laws, regulations and practices affecting employee relations and collective bargaining matters.

Develop and conduct in-house training programs for both human resources staff and other department employees, as requested.

Performs other related duties as assigned or requested.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: bachelor's degree and two (2) years of increasingly responsible technical and analytical data management experience within an Administrative Services or Human Resources division.

Must be sensitive to and have understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Excel and the manipulation of spreadsheets.

Databases.

Principles of sound employer/employee relations and practices.

Wage and salary administration.

Proper usage of English grammar, vocabulary and spelling.

Basic computer operation.

Office practice and procedures.

Research and analysis techniques.

#### Abilities/Skills:

Ability to deal objectively and tactfully with sensitive, confidential information.

Assist in the implementation of personnel policies, programs and services.

Interpret and apply a variety of rules, regulations, policies, and guidelines including federal and state legislation and California Education Code.

Treat interviewees, including complainants, witnesses and subjects of investigation with respect, dignity and reassurance.

Disseminate and obtain accurate, detailed information.

Effectively counsel and assist staff, faculty, administrators, and the general public.

Assist with employee benefits, records management, classification and compensation.

Communicate effectively both orally and in writing.

Review and analyze data and make recommendations.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Disseminate and obtain accurate, detailed information.

Work independently with little direction.  
Interact with others using tact, patience and courtesy.  
Use personal computer to enter and retrieve data.  
Operate standard office equipment with proficiency.  
Meet schedules and time lines.  
Work confidentiality with discretion.

**WORKING CONDITIONS:**

Office Environment.  
Must be able to adapt to changing situations.  
Work under pressure.  
Dexterity of hands and fingers to operate office equipment.  
May sit for extended periods of time using a personal computer.  
Hear and speak to exchange information on the telephone or in person.  
Lift up to 25 lbs.  
May be exposed to confrontational situations when explaining or implementing District or departmental policies, procedures, and/or state and federal laws.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.