



JOB DESCRIPTION

TITLE: HUMAN RESOURCES (HR) ANALYST
STATUS: FLSA Non-exempt
GRADE: 14

JOB SUMMARY:

Responsible for performing human resources (HR) generalist duties, including benefits, compensation, employee relations, recruitment, analysis, training program coordination and administrative work of considerable complexity. Provides guidance to HR Manager, District management, and employees on various human resources issues. Performs research and analysis for human resources and other assigned areas. Coordinates various programs ensuring compliance with the law and District policies and procedures. Coordinates or participates in assigned employee committees, work groups, task forces, and initiatives. This is a confidential position that will assist with labor negotiations activities.

REPORTING RELATIONSHIPS:

This position reports to the Human Resources Manager. This position does not supervise other positions.

ESSENTIAL DUTIES include the following:

- Administers assigned human resources functions and procedures; assists in the implementation of personnel policies and labor contracts; makes recommendations regarding District policies and procedures;
- Participates in the development of goals, objectives, policies, procedures, programs, and systems for human resources and other departments or work areas as assigned;
- Assists with the administration of compensation and benefits programs by ensuring appropriate data and information is gathered and entered into District's HR/payroll online modules, ensuring appropriate procedures are followed, performing change reporting and processing, and assisting with communicating information to employees;
- Monitors performance evaluation program and revises as necessary;
- Conducts recruitment effort for assigned positions; assists in the development of and administers new employee on-boarding and exiting processes and procedures; conducts exit interviews;
- Coordinates or contributes to the coordination of the benefits programs, including health and welfare, and retirement benefits;
- Assists with the coordination of the District's COBRA, FMLA, EEO/Affirmative Action, and other assigned programs pertaining to complying with state and federal laws, and District policies and standards as assigned;
- Coordinates or contributes to the coordination of the training and employee development program and related activities for the organization; works with the respective department leads for training to facilitate a comprehensive approach to providing training opportunities for employees;
- May assist the Safety Coordinator with Worker's Compensation claims and the light duty return to work process;
- Assists with managing the records retention program for human resources, including information system records and other assigned areas; assists with maintaining District personnel files;

- Coordinates or participates in employee work groups, committees, task forces and related activities as assigned;
- Tracks trends, conducts studies, performs research, collects and analyzes data, and develops reports as assigned;
- Manages and performs special projects for human resources and other assigned areas.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, skills, and abilities:

- Principles, practices and standards of public sector human resources management.
- Protocols and standard practices that pertain to assigned functional areas.
- Research techniques and report writing.
- State and federal labor laws and regulations.
- Analytical techniques applied to human resources and other assigned functional areas; and
- Obtaining, verifying and evaluating general and statistical information.
- Using computers, applicable software, information systems, and database programs.
- Establishing and maintaining effective interpersonal relationships with all organizational levels.
- Creating and maintaining computerized systems.
- Gathering, assembling, and analyzing data.
- Effectively presenting program/policy issues and information to a variety of audiences.
- Working both independently and as a member of a team, and making appropriate decisions regarding work methods and priorities; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, management, and the general public sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be two years of related human resources or management analytical experience and a bachelor's degree in business administration, public administration, public policy, political science, human resources, or related field.

Licensing Requirements:

Possession of a professional in human resources certification (PHR) from the Society of Human Resources Management, or other related professional certification, is desired.

WORKING CONDITIONS:

Duties are performed in an office environment. Employees in this job classification are expected to visit and provide consulting to employees located at other work sites and in the field.

PHYSICAL REQUIREMENTS:

This job typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Job Description Approved:	February 3, 2014	
Job Title Change:	February 16, 2018	(From HR/Management Analyst to HR Analyst)
Job Description Updated:	February 16, 2018	
Job Description Updated:	January 7, 2021	