



Classification Unit:	<b>Management/Confidential/ Professional</b>
Salary Range:	<b>M-2 (FLSA: Non-Exempt)</b>
Last Revision:	<b>August 2008</b>

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## **HUMAN RESOURCE/ ADMINISTRATIVE ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, to perform a variety of professional level human resource administration duties in support of District operations; employee benefit administration; record keeping and maintenance; documentation of all District policies, procedures, and practices; recruitment, classification and compensation, and employee relations; Coordinates, prepares and processes personnel and payroll records including personnel actions forms, new hires, separations, salary changes, unemployment claims, benefit related transactions, weekly timesheets and payroll; conduct research, analysis and preparation of reports; analyst evaluations and development of spreadsheets in support of management team; and other related duties as assigned.

### **ESSENTIAL FUNCTION STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

- Assists in the development and maintenance of District Human Resources policies and procedures.
- Assists in the development and implementation of new Human Resources programs/policies/procedures/goals; analyzes and recommends strategies to improve effectiveness of operation.
- Assists in department budget preparation, analysis and administration; monitors expenditures.
- Schedules and conducts employee orientations for new hires; including preparing and processing forms for new hires; assembles new employee files.
- Assists in coordination of benefits for employee including explaining forms and benefit options.
- Serves as a resource for employees and managers with questions related to human resources and personnel policy.
- Assists in labor relations activities as assigned, and provides research and reporting support to Management in the negotiations and labor relations process for all classifications of employees.
- Assists in development, coordination, and implementation of training, safety, certification and employee development programs.
- Utilizes computer Human Resources information software system to support and conduct recruitment and selection, compensation, classification, labor relations, benefit administration, personnel actions and records, and employee development activities.

- Meets with management and committees regarding District human resource issues.
- Assists in the coordination of the annual open enrollment process for employee health benefits.
- Assists in the coordination and monitoring of the COBRA program.
- Assists in the coordination of the District's CalPERS retirement, and deferred compensation programs.
- Processes employee transactions in the Human Resource Information System and benefit web databases.
- Maintains confidential records and responds to inquiries for the same.
- Conducts position classification studies, prepares recommendation and implementation.
- Coordinates, prepares, and processes personnel and payroll records including personnel actions, new hires, separations, salary changes, unemployment claims, benefit related transactions, weekly timesheets and payroll.
- Assists in the coordination of the District's personnel recruitment and selection process, including preparing job announcements, application materials, screening applications, background checks for employment candidates, scheduling and administering interviews, and establishing eligibility list.
- Maintains and updates District forms, documents, and materials needed by employees.
- Performs a variety of office support assignments including correspondence, typing, proofreading material, filing and processing information, compiling information and data for statistical and financial reports, and coding department invoices for payment.
- Performs analytical work in support of general District business.
- Assists in the development of analytical spreadsheets for management staff as needed.
- Assists in writing staff recommendations for District business.
- Assists with Audit and Budget development and preparation.
- Assists with maintenance of District Employment Webpage and employment information.
- Performs related duties as assigned.

### **Typical Physical Activities**

- Communicates orally with District management, co-workers, subordinates, customers, contractors, vendors and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communications.
- Uses standard office equipment such as computer, printer, copier and FAX machine.
- Sits at a desk or work station for extended time periods; intermittently twists to reach materials and equipment surrounding desk or work station.
- Hearing and vision with normal ranges.
- Lifts or carries weight of ten pounds or less.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Principles and practices of public personnel administration, including employee health and welfare benefit administration.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Recruitment and selection techniques, methods, and procedures.
- Compensation and salary administration.
- Personnel policy development and implementation.
- Computer systems and software applications related to personnel and benefit administration.
- Correct English usage, spelling, grammar, punctuation, and vocabulary.
- Strong customer service techniques and skills.
- Conflict resolution and problem solving techniques and skills.

**Ability to:**

- Plan, organize, and assist with the development of District personnel and benefit system.
- Recommend and implement personnel policies and systems.
- Provide advice and counseling on the District personnel system and policies.
- Organize data, maintain records, and prepare reports.
- Use computer systems and software packages related to personnel and benefits administration.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Maintain a high level of confidentiality and understanding for need of protection of highly confidential employee and District information.

**Desirable Experience and Education**

Any combination of education and experience that has led to the acquisition of the knowledge, skills and the abilities as indicated below. Typical ways of acquiring the knowledge, skills and abilities are:

**Experience:**

- Increasingly responsible experience in personnel system development and administration, including experience with recruitment and selection, position classification, compensation development, equal employment opportunity, benefit administration, and labor negotiations. Experience in a local government or special district public sector preferred.
- Knowledge and experience using Microsoft Office Suite, with Intermediate Excel skills

**Education:**

- Completion of a Bachelor's degree from an accredited college or university in business administration, human resources management, or closely related field.

Or

- Completion of an Associates degree from an accredited community college in business administration, human resource management, or closely related field, and four years of relevant work experience.

## **WORKING CONDITIONS**

### **Environmental Conditions**

Office environment; exposure to computer screens

### **Physical Conditions**

Essential functions may require maintaining physical condition necessary for moderate or light lifting, walking, standing, or sitting for prolonged periods of time; extensive use of computer keyboard, visual acuity for reading documents, correspondence and computer screens, operating office equipment.

## **SPECIAL REQUIREMENTS**

- 1) Possession of a valid California Driver's License, Class C, as issued by the State of California Department of Motor Vehicles; and a driving record acceptable to the District's auto insurance provider.
- 2) Obtain and maintain defensive drivers training certification (training provided by the District)
- 3) Obtain and maintain CPR and First Aid training certification (training provided by the District)