West Valley - Mission
Community College District

Class Specification

Human Resources Analyst I/II

Confidential Position (Non-Exempt Status)
Confidential Salary Schedule – Level I: Range 50, Level II: Range 53

Definition

To perform a variety of responsible and professional analytical duties in support of district human resources activities including classification and compensation, recruitment and selection, labor relations, benefit administration and payroll, human resources information systems (HRIS), and/or employee development and training; to provide advice to district departments on a wide variety of human resources topics; and to provide highly complex staff assistance to a Supervisor, Human Resources, the Director, Compliance, Training and Employee Relations, and the Associate Vice Chancellor, Human Resources.

Distinguishing Characteristics

Human Resources Analyst I

This is the entry level class in the Human Resources Analyst professional series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Human Resources Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Human Resources Analyst II

This is the journey level class in the Human Resources Analyst professional series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Supervision Received and Exercised

Human Resources Analyst I

Receives general supervision from a Supervisor, Human Resources, or the Director, Compliance, Training and Employee Relations.

Human Resources Analyst II

Receives direction from a Supervisor, Human Resources, or the Director, Compliance, Training and Employee Relations.

May exercise technical and functional supervision over technical staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist with the development and maintenance of district policies and procedures; represent the district human resources to outside professional organizations; participate on cross functional teams.
- Analyze, interpret, research and compile information for the revision and maintenance of the district's classification plan and allocation of positions; conduct classification audits; monitor and maintain allocation schedules and salary schedules.
- Develop, analyze, provide and coordinate confidential information related to the District's employer-employee relations, collective bargaining negotiations, and/or employee grievances.
- Research and provide advice on organizational structure to improve the efficiency and effectiveness of district operations.
- Oversee the design and implementation of recruitment activities to obtain qualified candidates, including the creation of recruitment timelines, advertisement sources and selection process including application review, supplemental questionnaire development and test administration; receive, research and respond to candidate appeals.
- Interpret and explain policies, procedures and regulations to district staff and the public; respond to complaints and requests for information from employees, management, outside agencies and the public.
- Oversee the processing and maintenance of a comprehensive benefit plan including health, dental and life insurance, long term disability, flexible spending, and other benefits including protective leave; administer the district's open enrollment process.
- Supervise payroll input and leave activities, ensuring appropriate usage of leave hours in accordance with Collective Bargaining Agreements (CBA)/Memoranda of Understanding (MOU's), and personnel rules and regulations.
- Research and interpret CBA/MOU language, personnel rules and regulations and labor law for district campuses, divisions, departments, employees, employee organizations, job applicants and the general public.
- Prepare a variety of administrative and technical reports and correspondence including district Board communications.
- Provide technical support in the maintenance, implementation and use of the district's Human Resource Information System (HRIS) and performance evaluation system; actively participate in system enhancement and upgrade efforts; analyze and develop forms and procedures associated with computer applications; maintain department intranet and internet pages.
- Identify and analyze data related issues in the HRIS and recommend solutions; develop and execute test scripts, queries, and codes for HRIS maintenance, upgrades, data visualization, and report production; maintain, audit, and update various tables within the HRIS; interact with cross-functional teams where system interface activity may occur.
- Participate in and lead special projects; participate in the selection of consultants and vendors; review and approve the work of consultants and vendors.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Plan, prioritize, assign and review the work of staff involved in the performance of technical human resources activities.
- Support the Director, Compliance, Training and Employee Relations with employee relations matters; assist in the collection and preparation of data used in negotiations.
- Recommend and participate in the implementation and improvement of policies and procedures.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Minimum Qualifications

Human Resources Analyst I

Knowledge of

- General principles and practices of human resources administration and organization management.
- Pertinent federal, state and local laws, codes and regulations.
- Statistical concepts and methods.

- Fundamental aspects of HRIS systems, software, and applications.
- Modern office equipment and procedures including use of a variety of software applications.
- English usage, spelling, grammar and punctuation.

Ability to

- Learn to perform a wide variety of human resources activities, ensuring compliance with District policies and procedures, local, state and federal laws and regulations.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Collect, compile, analyze and summarize written and statistical information and data.
- Prepare clear and concise technical and administrative reports.
- Analyze situations carefully and adopt effective courses of action.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Some professional human resources experience and/or HRIS system analysis or application programming experience is desirable.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, social sciences, or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

Human Resources Analyst II

In addition to the qualifications for the Human Resources Analyst I:

Knowledge of

- Principles and practices of some or all of the following: recruitment, selection, classification, salary and benefit administration, HRIS, EEO and employee relations within a public agency.
- Advanced methods of statistical research and presentation.
- Principles and practices of project management.
- Applicable federal, state and local laws and regulations.
- Principles and techniques of effective supervision, interviewing and counseling.
- Theory and practice of group process.

Ability to

- Independently perform professional analytical work in support of human resources programs.
- Identify, research and respond to questions from other district departments, outside agencies and the public.
- Prepare and present technical reports.
- Interpret and explain human resources programs and policies.
- Collect, compile and analyze data and develop logical conclusions and sound recommendations.
- Respond appropriately to difficult and sensitive matters.
- Organize, assign and review the work of assigned staff.
- Gather, interpret and analyze information and solve problems.
- Make verbal presentations requiring tact, persuasion and diplomacy.
- Make recommendations and evaluate alternative courses of action.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible experience similar to Human Resources Analyst I with the West Valley-Mission Community College District.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, social sciences or a related field.

EEO Category: Professional Non-Faculty

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