PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Human Resources Analyst

Department: Human Resource Services

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 53

Supervision Received From: Assistant Superintendent/Vice President, Human Resource Services or Manager, Human Resource Services

Original Date: April, 2007

Supervision Given: Classified, Hourly, Student, and Volunteer Staff in Human Resource Services

Last Revision: August, 2013

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

JOB SUMMARY.

Coordinates, plans, analyzes, develops, implements, and conducts the full range of state-mandated functions associated with the development and administration of collective bargaining agreements and employer/employee relations, equal employment opportunity programs, discrimination/harassment complaint resolution, and/or classification systems and employee compensation. May supervise classified staff.

DISTINGUISHING CHARACTERISTICS.

The Human Resources Analyst is distinguished from paraprofessional human resources staff by its responsibility for performing professional-level technical functions related to labor negotiations and/or classification and compensation activities, as well as exercising supervision over assigned clerical and/or paraprofessional human resources employees.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential responsibilities and duties may vary depending upon the specific assignment.

General responsibilities include, but are not limited to, the following:

1. Serving as a resource to the District in the interpretation and application of complex human resources laws, policies, procedures, regulations, and collective bargaining agreements.

2. Performing full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

3. Conducting research and analyzing data; creating, maintaining, and revising documents and statistical reports related to assigned areas of responsibility.

4. Assisting in the development and implementation of human resources policies and procedures; recommending improvements and modifications.
5. Participating in the development, administration, and implementation of the District’s comprehensive Staffing Master Plan, Equal Employment Opportunity Plan, and the Human Resource Services department’s Program Review and Planning reports and Service Area Outcomes; supporting the institutional self-evaluation process for reaffirmation of accreditation by developing and providing information and data relative to assigned areas of responsibility.

6. Assisting with conducting investigations of and responding to complaints regarding unlawful discrimination and sexual harassment in accordance with applicable laws, regulations, and District policies and procedures.

7. Coordinating the development and presentation of trainings and workshops for District employees including, but not limited to, selection processes and human resources policies and procedures; coordinating the delivery of sexual harassment prevention training in accordance with California AB 1825.

8. Serving as a liaison to human resources staff at other institutions; responding to external requests for information related to assigned areas of responsibility.

9. Traveling to other District locations and attending professional meetings.

**Responsibilities specific to the collective bargaining and employer/employee relations assignment may include, but are not limited, to the following:**

1. Participating in the development of District positions for both academic and classified confidential collective bargaining.

2. Researching, analyzing, and developing issues and proposals as part of the collective bargaining process; establishing pricing of bargaining proposals; attending negotiation sessions; and participating in strategy sessions upon request.

3. Assisting with labor relations, negotiations, contract interpretation and contract resolution, including analyzing data and presenting related recommendations to negotiations teams.

4. Recommend and implement procedures for the collection and analysis of data related to state-mandated cost reimbursement; provide training to District employees in state-mandated cost procedures; coordinate and communicate with internal and external parties regarding state-mandated cost recovery.

5. Make presentations to negotiating teams, executive administrators, planning councils, and the Governing Board on issues related to collective bargaining, classification, and compensation; provide training to District employees in state-mandated cost procedures.

**Responsibilities specific to the classification and employee compensation assignment may include, but are not limited, to the following:**

1. Coordinating, developing, and maintaining the District’s classification systems for the academic and classified employee units.

2. Developing and revising classification specifications for establishment of new classifications and reclassification of existing classifications.

3. Conducting salary surveys and recommending placement of classifications on District salary schedules; analyzing survey data and presenting related recommendations to District employees; responding to compensation surveys submitted by external agencies.

4. Making presentations to executive administrators, planning councils, the Governing Board, and other groups on issues related to classification and compensation.
Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Principles and practices of public and/or educational human resources administration, policies, and procedures.


3. Local, State, and Federal regulations, including terminology and processes applicable to human resources, employment, and labor relations.


5. Techniques and methodologies for conducting research and surveys related to classification, compensation, and labor relations.

6. Methods and concepts of statistical analysis.

7. Principles and practices of sound business communication in a college environment, including business letter writing and basic report preparation.

8. Correct English usage, including spelling, grammar, and punctuation.

9. Advanced use of word processing, spreadsheet, database, and presentation software; integrated data management systems; and other standard software utilized to create complex documents, reports, presentation, and materials and maintain complex data.

10. Interpersonal skills using tact, patience and courtesy.

11. Principles and practices of administration, supervision and training.

Ability to:

1. Perform a variety of professional, technical, confidential, and analytical human resources functions with independent judgment and discretion and minimal guidance and supervision.

2. Identify significant human resources issues and formulate reasonable conclusions and effective recommendations.

3. Determine methodologies; obtain basic data necessary to evaluate solutions to complex problems and issues with multiple variables; present solutions in a clear, concise, and accurate manner.

4. Research, analyze, and prepare clear, concise, and complex reports, recommendations, and presentations; make effective presentations to groups; ensure accuracy in all documents, reports, and correspondence released to the College community and the public.
5. Communicate effectively, tactfully, and diplomatically with all organizational levels and others outside of the organization to gather information, explain policies and procedures, and to persuade others to accept or adopt recommendations.

6. Organize, set priorities, and take initiative within areas of responsibility.

7. Operate office equipment including computers and supporting word processing, spreadsheet, database, presentation, and integrated data management system software.

8. Effectively train, supervise, and evaluate assigned personnel.

9. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Education/Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. In most cases the background required would be:*

**Experience:**

Four years of progressively responsible professional-level experience in public sector human resources/personnel administration, including serving in a supervisory or lead capacity.

**Education/Training:**

Bachelor's degree in public administration, business administration, industrial relations, human resources, or a related field.

**Preferred Qualifications:**

Depending upon the specific assignment, professional-level experience in labor negotiations/collective bargaining contract administration and/or classification and compensation.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Office environment, exposure to computer screens, noise and electrical energy, extensive use of computer keyboard and mouse, extensive contact with faculty, staff and students.

**Physical Conditions**

Essential and marginal functions require maintaining physical condition necessary for walking, standing, and sitting for extended periods of time. Must be able to travel between District locations.