



Human Resources Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
307	Exempt	2 - Professional	AFSCME	5	Rev 12-17-04	1009	1 of 2

DEFINITION: Under general supervision, applies professional level professional human resources skills and analysis to assignments in one or more department units engaged in employment, classification, compensation, employee relations, Human Resources Information Systems, Affirmative Action/Equal Employment Opportunity, and/or benefits.

REPORTS TO: A Human Resources Manager, Administrator, or designee.

ESSENTIAL FUNCTIONS: may include, but are not limited to the following:

Employment:

- Screens applicants for minimum qualifications based on applications, supplemental questionnaires, and other required documentation.
- Organizes recruitments, including resumé searches, strategic planning, placement of advertising and promotional announcements, development of examination plans, writing of job announcements and application materials; and provides advice to hiring managers.
- Develops employment selection tests, writes test items, uses test item banks, performs item analysis and other statistical analyses for validation studies, and modifies tests based on analysis.
- Administers employment selection tests, trains evaluators and interview panels, reviews scoring, and explains tests and examination results and procedures to applicants.

Classification/Compensation:

- Conducts job analysis studies including job-audits and position description questionnaires, and makes recommendations based on analysis of results.
- Conducts compensation studies, and participates in surveys. Composes and revises Classification Specifications.

Employee Relations:

- Confers with employees and their supervisors, examines employee files including work histories and other confidential records, and may make recommendations to the unit's Administrator regarding Family Medical Leave and reasonable accommodation requests.
- Investigates claims of serious health conditions to explore reasonable accommodations issues. Makes recommendations to the unit Administrator.

Benefits Administration:

- Provides administrative support to benefit related functions including Cobra, direct pay billing, and verification of enrollment.
- Explains benefit programs and provides written materials, consults with employees, verifies benefit enrollment, and provides administrative support to Worker's Compensation and Modified Work programs.
- Investigate industrial injury claims, and makes recommendations.

Affirmative Action/Equal Employment Opportunity:

- Develops and recommends affirmative action timetables and goals, analyzes data, and monitors and evaluates progress.
- Collects data, and studies of District recruitment, selection, and employment practices and procedures to insure compliance with equal opportunity requirements, as requested.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Rev 12/04.
Prior Rev
5/02

Date:

APPROVED BY RICK FERNANDEZ, GENERAL MANAGER



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- Investigates, analyzes, and reviews complaints of alleged discriminatory employment practices, and recommends appropriate action to the unit Administrator.

H.R. Information Systems:

- Enters or modifies data; writes queries and develops reports from HRIS, and supplies information to Department units as needed.
- Monitors and audits accuracy and integrity of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.

Applicable to all above Disciplines:

- Establishes and maintains confidential files and records, and performs administrative tasks such as data entry, and the writing and distribution of correspondence and other documents.
- Provides advice, expertise, and guidance to management in regard to unit(s) of assignment.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of Human Resources, including some or all of the following: employment, recruitment, testing, classification, employee relations, labor relations, and/or affirmative action/equal employment opportunity; statistics and techniques of data analysis; modern office practices including principles and practices of record keeping and confidentiality; computer software for word processing, spreadsheets, statistics, and presentation; English usage and business letter writing; report and presentation writing; and statistical analysis and business mathematics.

Ability To: Compile, review, analyze, and interpret application materials, employee records, testing and other selection methods and models, and related documentation; communicate effectively both orally and in writing in a business environment; analyze, and interpret statistics, survey and other data; independently compose reports, correspondence, and other documents; maintain confidentiality; work with a variety of diverse groups in a tactful and effective manner; effectively handle multiple assignments; and establish and maintain effective working relationships with District staff, job applicants, and members of the general public using principles of good customer service.

Education: Equivalent to a Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Organizational Development, Public Administration, or a related field, from an accredited college or university.

Experience: A minimum of three (3) years in a Human Resources department at the professional level, performing essential functions in recruitment and selection; classification and compensation; HR Information Systems; employee relations, benefits administration, or AA/EEO. A graduate degree in one of the above disciplines from an accredited college or university may be substituted for up to one (1) year of experience.

NOTE TO RECRUITER: Choose one or more of the above disciplines for the job announcement depending on the unit assignment of the position being posted.

Special Requirements: None.

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