



Title: Human Resources Analyst I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide analytical support to the Human Resources Department. This is accomplished under general supervision by providing analysis and support for recruitment/selection and/or benefit programs and activities including updating and maintaining various department databases, assisting with the coordination of District’s health and welfare programs or recruitment and selection processes, preparing documents and correspondence, tracking and reporting information, reviewing and analyzing procedures and participating in special projects as assigned. Specific responsibilities depend upon assignment and incumbents may be cross-trained or reassigned as necessary.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	<p>Recruitment/Selection: Coordinates the recruitment and selection processes by developing recruitment plan, identifying and scheduling applicable recruitment activities, outreach targets, interview panelists, examinations and interviews. Conducts meetings with hiring authorities to review and recommend allocation of positions and recruitment strategies. Prepares interview questions, job postings and recruitment advertisements. Screens all application materials. Prepares, extends and negotiates employment offers. Administers selection devices and processes such as interviews, written tests and performance tests. Coordinates, plans, schedules and monitors pre-employment activities such as background investigations, physical exams, drug screen and reference checks. Responds to applicants’ questions regarding recruitment processes and procedures. Researches and resolves issues related to recruitment activities.</p> <p>Employee Benefits: Answers employees' questions regarding benefits eligibility and procedures. Explains and interprets District insurance programs and options for employee and dependents. Assists with the review and collection of enrollment forms to determine coverage. Researches and interprets various group insurance plans, laws, rules, and regulations. Maintains and monitors eligibility for the District’s benefit programs.</p>
2	S	Provides analytical support for specific projects related to core responsibilities. Coordinates various projects, programs and services involving diverse administrative operations. Confers with other departments, officials, consultants and explains policies and procedures. Assists in preparing presentations on assigned projects and programs. Prepares reports and internal memos related to project tasks. Provides staff support to committees or other departments, as assigned.
3	S	Compiles, analyzes and summarizes statistical information from various department databases. Provides data analysis, reporting, and technical support by retrieving, compiling, analyzing, and summarizing statistical data from HRIS. Create related reporting and correspondence based on assigned tasks/responsibilities.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Human Resources Management, Business Administration, Public Administration, or Organizational Development.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of one (1) year of experience in recruitment/selection, benefits, leave administration, classification/compensation or related field. Public sector experience is preferred.</p>
Supervision	<p>Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.</p>
Human Collaboration Skills	<p>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p>
Freedom to Act	<p>The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Budget Responsibility	<p>Position has no fiscal responsibility.</p>
Reading	<p>Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
Math	<p>Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
Writing	<p>Intermediate: Ability to write reports, prepare business letters, expositions and summaries with proper format, punctuation, spelling and grammar using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none"> • Analytical techniques applied to human resource management. • Principles and practices of statistical analysis. • Methods and techniques of tracking, recording and presenting statistical data. • Applicable federal, state, and local laws and regulations, including employment and personnel laws and regulations and the compliance and coordination between all applicable laws and programs. • EEO/AA and related labor and employment laws and regulations. • English grammar, punctuation, spelling, and usage. • General administration of health and welfare programs including enrollment eligibility requirements. • General administration of pretax contribution programs such as 401(k), 403(b) or 457. • General methods of tactful public communication. • Human behavior and performance. • Techniques as they relate to salary negotiations. • Practical application of computers and peripheral equipment. • Principles and practices of human resource program administration, including public sector administration. • Protocols and standard practices that pertain to assigned functional areas. • Problem solving and communication skills.
SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software. • Specialized software related to functional area. • Email, contact management, and scheduling software.
ABILITIES
<ul style="list-style-type: none"> • Apply customer service skills, continuously representing the District in a positive way, handling all internal/external contacts with courtesy, diplomacy, and tact. • Effectively present information and respond to questions from groups, managers, customers, and the general public. • Establish and maintain working relationships with a variety of individuals and groups. • Exercise judgment and make decisions in a manner consistent with the essential job functions. • Successfully manage multiple projects, priorities and schedules simultaneously. • Learn District and other departmental operation policies and procedures. • Learn HRIS (SAP) processes related to department and job. • Prepare written reports and correspondences as required. • Provide professional level support in selection/recruitment or benefits administration. • Read, analyze and interpret District policies, Collective Bargaining Agreements and Memorandums of Understanding professional journals, technical publications and government regulations. • Speak clearly and communicate messages to appropriate individuals. • Effectively work under deadlines, urgent situations and emotional situations that require instructing, persuading and motivating people. • Understand, interpret, and apply appropriate provisions of applicable laws, ordinances, policies, rules, regulations, CBA/MOU's.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work site; observing work duties; Communicating with co-workers
Sitting	C	Desk work; meetings; driving
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment; tables and chairs
Reaching	F	For supplies; for files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; Step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving; observing work site
Hearing	C	Communicating via telephone/radio to co-workers/public; listening to equipment
Talking	C	Communicating via telephone/radio to co-workers/public
Foot Controls	O	Driving; operating Dictaphone
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, personal vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY:

Adopted: 03/09 (Recruitment & Selection Analyst I)
Revised: 03/12, 10/13
Title Change: 03/12 (Human Resources Analyst I – formerly Recruitment & Selection Analyst I)
Maintenance
Update: 04/17
Abolished:
Job Key: 60004480