



**Title: Human Resources Analyst II – Information Systems**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to analyze record and report all personnel actions and maintain and update the HRIS system. This is accomplished by reviewing, analyzing, interpreting and applying collective bargaining agreements, rules and procedures for all laws and regulations, reflecting personnel actions in the system, researching and processing changes, providing staff HRIS support, resolving problems, and ensuring system integrity. Other duties include tracking and reporting information, completing testing on system and upgrades, providing support for related human resources functions, and communicating with external customers.

**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.

<b>(S) Sedentary</b>	<b>(L) Light</b>	<b>(M) Medium</b>	<b>(H) Heavy</b>	<b>(V) Very Heavy</b>
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	% of Time
1	S	Analyzes and maintains HRIS databases by reviewing, verifying and processing all employee personnel actions, researching, interpreting and applying all policies, procedures and bargaining unit provisions, ensuring all contractual obligations are met, implementing changes, researching and resolving issues with pay, setting up retiree’s pension selection and pay, processing separation pay, correcting and testing system issues, working with external departments, and coordinating HRIS functions with Information Technology staff.	60%
2	S	Completes performance review information by tracking dates, compiling reports, disseminating information to management, monitoring and updating status, and responding to questions.	15%
3	S	Tracking, tests information and reports data by preparing statistics, coordinating and completing all test processes, coordinating system processes with Information Technology and Finance, and completing reports to management and required agencies.	20%
4	S	Provides department support by assisting with generalist duties, writing and distributing standard operating procedures, assisting with annual enrollments, and participating on human resources committees.	5%



**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 in Business Administration, Public Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field.</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	A minimum of three (3) years of experience in Human Resource Information Systems, benefits administration and/or human resources generalist work.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	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.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	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.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	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.
Writing	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.



Certification &  
Other Requirements

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Principles and practices of human resource program administration.</li> <li>• Principles and practices of statistical analysis.</li> <li>• Methods and techniques of tracking, recording and presenting statistical data.</li> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• Practical application of computers and peripheral equipment.</li> <li>• General methods of tactful public communication.</li> <li>• EEO/AA and related labor and employment laws and regulations.</li> <li>• Union agreements.</li> <li>• Human behavior and performance.</li> </ul>
<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul>
<b>ABILITIES</b>
<ul style="list-style-type: none"> <li>• Prioritize and deal with conflicting workload requirements.</li> <li>• Handle all internal/external contacts with courtesy, diplomacy, and tact.</li> <li>• Read, analyze, and interpret District policies, CBA's/MOU's, professional journals, technical publications and government regulations.</li> <li>• Write reports, business correspondence, and procedure manuals.</li> <li>• Effectively present information and respond to questions from groups, managers, customers, and the general public.</li> <li>• Deal with difficult people and situations.</li> <li>• Learn departmental systems, methods, tasks, and procedures.</li> <li>• Speak clearly and communicate messages to appropriate individuals.</li> <li>• Organize information clearly and precisely.</li> <li>• Apply customer service skills, representing the District in a positive way while working with the public.</li> <li>• Learn system processes related to department and job.</li> <li>• Extract statistics and written information from reports and transfer to other documents.</li> </ul>



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-

Sedentary- X	Light	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 Continuously 2/3 or more of the time.	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.
---	---	---	---	-----------------------------

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	Communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	O	To other departments/offices
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	R	Tables and Chairs
Reaching	O	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	O	Step stools
Balancing	N	
Vision	C	Reading, computer screen, driving
Hearing	O	Communicating via telephone/radio, to co-workers/public
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

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



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	O
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:** None noted.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
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	O
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.