



Title: Human Resources Analyst II

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide analytical and technical support for a variety of human resources services, such as recruitment/selection, employee benefits, position control, leave administration, pension program coordination, HRIS administration/payroll support, classification/compensation and modified/light duty programs. This is accomplished by coordinating recruitment/selection and/or benefit programs and activities, preparing documents and correspondence, tracking and reporting information, reviewing and analyzing the effect of laws, policies, procedures, CBA/MOU's and negotiations on the administration of human resource programs, preparing input on policies, procedures and forms for implementation and participating in special projects. 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, interview panelists, examinations and interviews. Review District's AAP to determine underutilization and research and identify relevant outreach targets. Conducts meetings with hiring authorities to review and recommend allocation of positions, staffing needs and recruitment strategies. Prepares interview questions, job postings and recruitment advertisements. Screens all application materials. Prepares, extends and negotiates employment offers. Develops and administers selection devices and processes such as interviews and questions, 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 employees and dependents. Administers the collection of enrollment forms to determine coverage. Interprets various group insurance plans, laws, rules, and regulations. Develops, maintains and monitors eligibility for the District's benefit programs. Corresponds with carriers regarding eligibility, rates discrepancies, and contract interpretations. Researches and resolves issues related to benefits activities. Administers the scheduling of new employee benefit employment orientations. Coordinates and administers a variety of additional benefits programs</p>



such as tuition reimbursement and long-term disability.

Position Control: Assists in the District’s position control program ensuring that all necessary positions are tracked to ensure compliance with policies, procedures and internal processes. Coordinates with all departments impacted by position controls, ensuring they have accurate information necessary to complete all necessary internal/external reporting, processes and legal requirements. Ensures all surplus staffing is accounted for within the established guidelines and human resources process. Coordinates necessary issue papers to ensure all position control is updated in an accurately and timely manner and that all procedural requirements are met.

Leave Administration: In compliance with all State and Federal laws, provides information to employees, supervisors and management concerning leave of absences situations and compliance with FMLA, CFRA and all other statutory leaves. Consults with senior staff, legal representatives and other departments. Assists with leave tracking and leave times/balances.

Pension Plan: Assists with the day-to-day defined benefit program providing support for a variety of tasks including preparation of benefit calculations and all associated retirement application paperwork. Responds to participant/member calls and facilitates requests. Consults with participants/members on pension plan provisions and payment elections.

HRIS Administration/Payroll Support: Performs the activities to support human resources, payroll and other inter-related functions. Fosters and maintains positive relationships with HRIS constituents, including senior management, and the HRIS customer base. Promotes proactive approaches using the HRIS to solve business needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities. Assists in the review, testing and implementation of HRIS system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrade or fix. Maintains HRIS system tables. Provides support for HRIS including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws; performing scheduled activities and recommending solutions or alternate methods to meet requirements. Writes, maintains and supports a variety of reports or queries utilizing appropriate reporting tools. Assists in development of standard reports for ongoing customer needs. Helps maintain data integrity in systems by running queries and analyzing data.

Classification/Compensation: Completes benchmark compensation analysis studies. Researches, collects and compiles data regarding salaries and benefits structures to determine appropriateness of salaries and benefits. Interprets and administers compensation policies, ordinances and provisions of labor contracts. Reviews, interprets and processes requests to implement various pay programs including differentials and premiums.

Modified/Light Duty Program: Assists with RT light duty program by tracking and monitoring current assignments and communicating with departments and to identify potential light duty opportunities. Monitors the medical reports to ensure the employee continues to work within his/her restrictions for the duration of the light duty assignment and consults with senior staff if restrictions are amended.

2	S	Plans, organizes and coordinates various projects, programs and services involving diverse administrative operations; Administers projects by monitoring contract expiration dates, responding to contract inquiries, identifying project goals and desired outcomes, researching legal issues, obtaining necessary approvals, overseeing project implementation, reviewing and approving vendor invoices, and monitoring the
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		processing of invoices to ensure vendors and contractors are paid in a timely manner. Participates in the evaluation and selection of project consultants, coordinating contract evaluation and selection processes, planning and coordinating project related meetings, recommending courses of action to adhere to project goals, and resolving unexpected project problems to address financing, scheduling, and methodology. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties.
3	S	Compiles, analyzes and summarizes statistical information from a variety of sources and creates related reports. Creates and provides ad hoc reports as needed. Creates tables and queries as requested to maintain various Department databases. Creates templates and forms for the department. Troubleshoots department databases as required.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	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, Organizational Development or related field. 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.
Experience	A minimum of three (3) years of experience in recruitment/selection, benefits, leave administration, HRIS administration, classification/compensation or related field. Public sector experience is preferred.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
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 is 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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
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	

KNOWLEDGE	
	<ul style="list-style-type: none"> • Analytical techniques applied to human resource management. • 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. • External agency reporting and compliance requirements. • 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 compensation program knowledge, including compliance with state and federal laws. • General methods of tactful public communication. • Human behavior and performance. • Practices, principles, methods and techniques of tracking, recording and presenting statistical data. • Methods for obtaining and evaluation of benchmarking and obtain data as it relates to classification administration, salary, benefits and compensation data. • Techniques as they relate to salary and vendor contracts. • Policies , procedures, guidelines, regulations, compliance and reporting requirements impacted by external sources. • Practical application of computers and peripheral equipment. • Practices and processes of dispute resolution. • Principles and practices of human resource program administration, including public sector administration. • Principles and practices of public personnel administration including management and analysis, organization, budget, and communication. • Principles and techniques of job analysis, position classification and examination construction. • Principles and techniques of position control and administration. • Principles of supervision, practices and methods of organization, administration, motivation and training. • Protocols and standard practices that pertain to assigned functional areas. • Public sector employee relations, typical provisions of CBA/MOUs and public employee laws. • Problem solving, organizational, communication and presentation skills. • Training principles and techniques. • Union agreement principles.



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">• Analyze, compare, prioritize and evaluate complex data.• Apply customer service skills, continuously representing the District in a positive way, handling all internal/external contacts with courtesy, diplomacy, and tact.• Conduct/make recommendations regarding staffing and organizational analysis.• Conduct research, prepare and present advocacy materials in a clear and concise manner both orally and in writing.• Define problem areas, collect and evaluate data and recommend alternative solutions to complex issues and problems. Formulate recommendations and project consequences of recommendations.• Be creative in developing and introducing new ideas, using initiative and good judgment.• Effectively present information and respond to questions from groups, managers, customers, and the general public.• Establish and maintain effective working relationships with employees, other agencies and the public.• Exercise independent sound judgment and make decisions in a manner consistent with the essential job functions.• Extract and analyze statistics and written information from reports and transfer to other documents.• Successfully manage multiple projects, priorities and schedules simultaneously.• Interpret and apply EEO laws, quasi-Civil Service regulations and provisions of contracts, ordinances, negotiated agreements and all other regulations or policies relating the human resources.• Lead project teams to positive solutions and outcomes.• Learn HR departmental systems, methods, tasks, and procedures.• Learn District and other departmental operation policies and procedures.• Learn HRIS (SAP) processes related to department and job.• Manage and administer a broad range of tasks including resolving complaints, counseling managers and employees on the interpretation of policies, procedures and union agreements.• Prepare written reports and correspondences, and presentations to senior leadership as required.• Prioritize and organization multiple activities for self and team members .• Provide professional level support in all areas of human resources administration.• Read, analyze, interpret and apply District policies, Collective Bargaining Agreements and Memorandums of Understanding professional journals, technical publications and government regulations.• Train, motivate, and assign tasks to team members.• Speak clearly and communicate messages to appropriate individuals.• Speak to groups.• Work under the pressure of deadlines, urgent situations and emotional/confrontational situations that require instructing, persuading and motivating people.



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	F	Desk work; meetings; driving
Walking	F	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	C	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
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;
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	R
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:

N/A

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 II)
Revised: 03/12, 10/13, 04/17
Title Change: 03/12 (Human Resources Analyst II – formerly Recruitment & Selection Analyst II)
Maintenance
Update:
Abolished:
Job Key: 60004481