



**Title: Senior Human Resources Analyst**

FLSA Status: Exempt

**BRIEF DESCRIPTION:**

The purpose of this position is to perform complex responsibilities 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, light duty programs and the interactive process. Other duties include administering department projects. Specific responsibilities depend on assignment and incumbents may be cross trained or reassigned as necessary. This position is responsible for directly or indirectly supervising staff, project team members or external vendor staff.

**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><b>Recruitment/Selection:</b> Conducts recruitment and selection process for primarily salaried and higher level classifications such as supervisor, manager and director. Develops recruitment plan, identifying and scheduling applicable recruitment activities, outreach, interview panelists, examinations and interviews. Reviews District’s Affirmative Action Plan 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. Designs and conducts employee training modules related to recruitment activities. Researches and resolves issues related to recruitment activities.</p> <p><b>Employee Benefits:</b> Responds to complex employee questions regarding benefits eligibility and procedures. Explains and interpret District insurance programs and options for employees and dependents. Oversees 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, rate discrepancies, and contract interpretations. Researches and resolves issues related to benefits activities. Oversees the scheduling of new employee benefit/ employment orientations. Coordinates and administers a variety of additional benefit programs</p>



such as tuition reimbursement and long-term disability.

**Position Control:** Oversees the District’s position control program ensuring that all necessary positions are tracked to ensure compliance with policies, procedures and internal processes. Ensures requisitions have the appropriate information including hiring authorization, budget and approval. 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 completed within the established guidelines and human resources process. Creates all necessary issue papers to ensure all position control is completed in a timely manner and that all procedural requirements are met. Administers the District’s recall process including tracking affected positions, notification to affected employees as well as updating Departments regarding status. Works with Labor Relations to ensure all aspects of the collective bargaining agreement/memorandum of understanding (CBA/MOU) are accurately administered.

**Leave Administration:** In compliance with all State and Federal laws, consults with employees, supervisors and management concerning complex leave of absences situations and compliance with FMLA, CFRA and all other statutory leaves. Consults with legal representatives/other departments. Approves/denies requests for leave, track requests, and leave times/balances.

**Pension Plan Coordination:** Oversees the day-to-day pension benefit program, and administer a variety of tasks including preparation of benefit calculations and all associated retirement application paperwork. Responds to participant/member calls and facilitate requests. Consults with participants/members on pension plan provisions and payment elections. Reviews participant/member data and correct missing or inaccurate data. Reviews member files and researches, analyzes, and resolves discrepant or questionable member accounts with regard to compensation. Analyzes and interprets information found in the CBA/MOU, resolutions, and other labor agreements as it pertains to pension program. Maintains client databases and benefit calculation log. Customizes employee communication material. Maintains current knowledge of client specific plan provisions. Researches and resolves broad client issues working in collaboration with operations, plan actuaries and other internal business partners to execute prompt resolution. Assists with Retirement Board processes, including creation of applicable issue papers and associated research. Participates in bi-annual OPEB valuation, including associated analysis, research and dissemination of all required data.

**HRIS Administration/Payroll Support:** Oversees the day-to-day activities to support the human resources, payroll and other inter-related functions. Fosters and maintains positive relationships with HRIS constituents, including senior management, and the HRIS customer base. Serves as an interface between internal/external customers and the functional team members to ensure effective definition of and delivery of HRIS applications. Provides overall prioritization of work assignments to other human resources team members, payroll, IT and management. Promotes proactive approaches using the HRIS to solve business needs/problems, while also enhancing the understanding and acceptance of the HRIS capabilities. Based on business need; negotiates priorities and support requirements with the IT Department., functional staff at the field locations, and others as appropriate. 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; perform scheduled activities; recommend 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:** Oversees classification and compensation by providing overall direction to studies of individual positions, occupational groups, and class series to determine appropriate allocation of positions. Plans, coordinates and conducts large and/or highly sensitive classification studies that may involve multiple job classes and/or cross departmental lines. Recommends allocation of positions to appropriate classes. Plans, conducts and/or oversees salary and total compensation surveys. Reviews requests to classify new positions and/or reclassify existing positions. Determines the need for reclassification analysis and impact of change on other positions. Revises current and develops new classifications and job descriptions. Completes compensation analysis studies. Researches, collects and compiles data regarding salaries and benefits structures to determine appropriateness of salaries and benefits. Recommends changes in salaries and/or benefits and provides analysis regarding impact on related classifications. Determines and compares class concepts internally and in the relevant labor market. Serves as point of contact for questions on job descriptions and salary ranges. Interprets and administers compensation and other provisions of policies, ordinances and labor contracts. Reviews, interprets and processes requests to implement various pay programs including differentials and premiums.

**Light Duty Program:** Administers RT light duty program, ensuring employees who are returning to work are placed in positions that will accommodate their restrictions as well as adhere to the established guidelines and policies. Works closely with all RT Departments to ensure every effort is made to identify light duty assignments, ensuring employees are affording the opportunity to work. Closely monitors the medical reports to ensure the employee continues to work within his/her restrictions for the duration of the light duty assignment. Ensures coordination of various other District programs, including FML and Interactive Process.

**Interactive Process:** Administers the District's Interactive Process in compliance with Federal and State laws. Ensures every effort is made to provide reasonable accommodation to candidates seeking employment with the District and to current employees requesting accommodation. Conducts meetings with any candidates seeking employment on the type of accommodation needed; coordinates with HR Analyst to ensure the accommodation is reviewed and provided. Conducts initial interactive process meeting with employee ensuring they possess a thorough understanding of the process. Assists the employee to determine all reasonable accommodations necessary to perform the essential functions of the position; works with Department to determine if the accommodation request is reasonable and can be implemented. Continues to coordinate with employee and department to ensure implemented accommodation is appropriate and working. When an accommodation is not available, works with employee to determine if any other positions are available. Coordinates with recruiting to transition employee into the recruitment process if applicable.



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2	S	<p>Plans, organizes and administers or manage various special projects or programs. Prepares complex reports, white papers and internal memos related to project tasks. Makes presentations to senior management/Executive Management as it relates to project work. Develops scope of work for RFP's, participates in the evaluation and selection of vendors and contractors and monitor contract budget. Recommends or develops and assists in implementing improved administrative methods and procedures. Provides staff support to committees or other departments as assigned. Provides recommendations for budget projections and assists with budget preparation and administration. 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.</p>
3	S	<p>Directly or indirectly supervise staff in Human Resources, external departments or project teams by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Participates in the selection of staff, planning and coordinating training, managing the correction of deficiencies. In the case of direct support staff, writes, conducts and administers performance evaluations and associated corrective action/performance requirements.</p>



**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, Business Administration, Public Administration, 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 four (4) years of experience in recruitment/selection, benefits, pension administration, leave administration, HRIS administration, classification/compensation, position control, or human resources project implementation. Public sector experience is preferred.</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</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 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.</p>
Reading	<p>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.</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>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Certification & Other Requirements	



<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Analytical techniques applied to human resource management.</li> <li>• 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.</li> <li>• Benefits administration as it relates to the enrollment and tracking of members.</li> <li>• ADA provisions including its application to the interactive process and reasonable accommodation procedures and practices.</li> <li>• Brown Act regulations as they report to public meetings.</li> <li>• Policies, procedures and guidelines impacted by external sources.</li> <li>• EEO/AA and related labor and employment laws and regulations.</li> <li>• English grammar, punctuation, spelling, and usage.</li> <li>• External agency reporting and compliance requirements.</li> <li>• General administration of health and welfare programs including enrollment eligibility requirements.</li> <li>• General administration of pension programs, including retiree health and welfare benefits.</li> <li>• General administration of pretax contribution programs such as 401(k), 403(b) or 457.</li> <li>• General compensation program knowledge, including compliance with state and federal laws.</li> <li>• General methods of tactful public communication.</li> <li>• Human behavior and performance.</li> <li>• Practices, principles, methods and techniques of tracking, recording and presenting statistical data.</li> <li>• Methods for obtaining and evaluation of benchmarking and obtain data as it relates to classification administration, salary, benefits and compensation data.</li> <li>• Negotiation techniques as they relate to vendor contracts.</li> <li>• Policies , procedures, guidelines, regulations, compliance and reporting requirements impacted by external sources.</li> <li>• Practical application of computers and peripheral equipment.</li> <li>• Practices and processes of dispute resolution.</li> <li>• Principles, practices and techniques of public personnel administration, management and analysis, organization, budget, and communication.</li> <li>• Principles and techniques of job analysis, position classification and examination construction.</li> <li>• Principles and techniques of position control and administration.</li> <li>• Principles, practices and methods of organization, administration, supervision, motivation, training, discipline and performance evaluations.</li> <li>• Protocols and standard practices that pertain to assigned functional areas.</li> <li>• Public sector employee relations, typical provisions of CBA/MOUs and public employee laws.</li> <li>• Problem solving, organizational, communication and presentation skills.</li> <li>• Training principles and techniques.</li> <li>• Union agreement principles</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> <li>• Email, contact management, and scheduling software.</li> </ul>



**ABILITIES**

- Analyze, compare, prioritize and evaluation 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 and make recommendations based on job analysis and job evaluation, salary analysis and make sound compensation recommendations.
- 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 staff.
- Project consequences and financial costs of proposed actions, and make and supporting recommendations and positions.
- 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.
- Read, analyze, and interpret professional journals, technical publications and government regulations.
- Select, supervise, train, motivate, assign, evaluate, counsel and discipline staff.
- Speak clearly and communicate messages to appropriate individuals.
- Speak to groups.
- Work under deadlines, urgent situations and emotional/confrontational situations that require instructing, persuading and motivating people.
- Train and provide project direction to other members of the Human Resources team, other professionals, technical and paraprofessional staff members.



**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	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; making repairs
Twisting	F	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:

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<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
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<b>-Health and Safety Factors-</b>	
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

<b>-Environmental Factors-</b>	
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:

<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
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
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.



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**CLASS HISTORY:**

Adopted: 03/09 (Senior Recruitment & Selection Analyst)  
Revised: 03/12, 03/13, 04/17  
Title Change: 03/12 (Senior Human Resources Analyst – formerly Senior Recruitment & Selection Analyst)  
Maintenance  
Update:  
Abolished:  
Job Key: 60004485