

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	02/27/12	Open	Action	02/17/12

Subject: Approving Modified and New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values

ISSUE

Whether or not to approve modified and new job descriptions, the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

RECOMMENDED ACTION

Adopt Resolution No. 12-02-_____, Amending Exhibit A of Resolution No. 11-11-0160 and Exhibit B of Resolution No. 11-06-0102, and Approving Modified and New Job Descriptions and the District's Authorized Classifications, Positions and Salary Grades, and Salary Grade Values.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$ 56,006
Budget Source:	Various	Next FY:	\$ 412,937
Funding Source:	Operating	Annualized:	\$ 412,937
Cost Cntr/GL Acct(s) or Capital Project #:	GM 18; Training 33; Human Resources 42; and Labor Relations 43 (see below)	Total Amount:	\$ 468,943
Total Budget:	\$ 468,943		

FY-2012: Training 33 = \$52,385; Human Resources 42 = \$2,828; Labor Relations 43 = \$793

FY-2013: GM 18 = \$170,857; Training 33 = \$222,632; Human Resources = \$15,088; Labor Relations 43 = \$4,360

DISCUSSION

Personnel Action Summary: The proposed personnel actions result in the addition of 2 new positions in FY12, and 1 new position in FY 13. The 2 new positions this fiscal year are Trainers who would be recalled from layoff to cover the increase in training responsibilities for current and new operators. The addition of the Compliance and Quality Assurance Auditor position will clear the way for staffing that position sometime in FY13. All other personnel actions detailed below do not result in the addition of staff positions, but provide for promotional opportunities or a staffing realignment in those affected classifications

ADMINISTRATIVE SERVICES DIVISION

Labor Relations Department

The Senior Labor Relations Analyst job description, grade 109, has been modified to include the responsibilities of providing administrative support for the District's Drug and Alcohol testing program and to provide cost projections for all labor contracts, in addition to the existing

Approved:

Presented:

Final 2/22/12

General Manager/CEO

Director, Human Resources

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responsibilities of handling grievance and contract negotiations. A second Senior Labor Relations Analyst position is added to RT's authorized positions and will be under filled by the current Labor Relations Analyst until such time as it is filled; therefore there is no change to the number of authorized positions from this action as reflected in Exhibit A.

The current Labor Relations Analyst job description has been renamed to Labor Relations Analyst II, grade 208, and has been modified to more accurately reflect the responsibilities of the position. The addition of a new Labor Relations Analyst I job classification, grade 205, will not result in a change to the number of authorized positions as reflected in Exhibit A.

Human Resources Department

RT's 2010 reduction in force resulted in the Human Resources Department losing seven positions which created the need to cross-train existing professional level staff in all areas of HR. The additional duties absorbed by HR staff created a situation where the current job classifications no longer accurately reflected the tasks performed by the incumbents; therefore the HR Analyst job descriptions have been renamed to Human Resources Analyst I, grade 205, Human Resources Analyst II, grade 208, and Senior Human Resources Analyst, grade 109, and have been modified to consolidate all HR functions and ensure that staff is able to perform all necessary tasks.

Three Senior Human Resources Analyst positions will be added to RT's authorized positions; however the positions will be under filled by the current Analyst II incumbents until such time as they are filled; therefore there is no change to the number of authorized positions from this action as reflected in Exhibit A.

One Administrative Assistant II position, grade 202, will be added to RT's authorized positions which will be under filled by the current Administrative Assistant I incumbent in Human Resources until such time as it is filled; therefore there is no change to the number of authorized positions from this action as reflected in Exhibit A.

GENERAL MANAGER'S OFFICE

One Compliance and Quality Assurance Auditor position, grade 112, is added to RT's authorized positions to ensure that all RT's contracts and audits are in compliance. The change to the total number of authorized positions is reflected in Exhibit A.

OPERATIONS DIVISION

Bus Maintenance Department

One vacant Mechanic A Body/Fender position will be eliminated and one additional Mechanic A position will be added to RT's authorized positions. There is no change to the number of authorized positions from this action as reflected in Exhibit A.

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Training Department

Two additional Operations Trainer positions, grade 208, are added to RT's authorized positions to ensure adequate training of all new and current operators for classroom and behind-the-wheel training, return to work training, post-accident refresher training, verification of transit training, employer pull notice documentation, and to perform DMV pre-trip and skills test examinations under the Employer Testing Program. The change to the total number of authorized positions is reflected in Exhibit A.

Authorized Classifications, Positions and Salary Grades and Values

Changes to position control described above are reflected in the Authorized Classifications, Positions and Salary Grades list, attached to the Resolution as Exhibit A.

Changes to the District's Salary Grade Values, attached to the Resolution as Exhibit B, reflect January 1, 2012 range rates previously adopted with Resolution No. 11-09-0137 for the Administrative Employees Association (AEA) and Resolution No. 11-06-0087 for the Management and Confidential Employees Group (MCEG).

Modified and new job descriptions are attached as Exhibit C.

<u>Previous Job Title</u>	<u>Disposition</u>	<u>Modified and New Job Title</u>
Benefits Analyst II - Health and Welfare	Modified	Human Resources Analyst II
Benefits Analyst II - Leave Administration	Modified	Human Resources Analyst II
Compliance and Quality Assurance Auditor	Modified	Compliance and Quality Assurance Auditor
Human Resources Analyst II-Information Systems	Modified	Human Resources Analyst II
NA	New	Labor Relations Analyst I
Labor Relations Analyst	Modified	Labor Relations Analyst II
Recruitment and Selection Analyst I	Modified	Human Resources Analyst I
Recruitment and Selection Analyst II	Modified	Human Resources Analyst II
Senior Labor Relations Analyst	Modified	Senior Labor Relations Analyst
Senior Recruitment and Selection Analyst	Modified	Senior Human Resources Analyst

Staff recommends approval of this action.

RESOLUTION NO. 12-02-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

February 27, 2012

AMENDING EXHIBIT A OF RESOLUTION NO. 11-11-0160 AND EXHIBIT B OF RESOLUTION NO. 11-06-0102, AND APPROVING MODIFIED AND NEW JOB DESCRIPTIONS AND THE DISTRICT'S AUTHORIZED CLASSIFICATIONS, POSITIONS AND SALARY GRADES, AND SALARY GRADE VALUES

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, effective March 1, 2012, Resolution No. 11-11-0160 is hereby amended by deleting Exhibit A and replacing it with attached Exhibit A "Authorized Classification, Positions and Salary Grades."

THAT, effective March 1, 2012, Resolution No. 11-06-0102 is hereby amended by deleting Exhibit B and replacing it with attached Exhibit B "Authorized Salary Grade Values."

THAT, effective March 1, 2012, the job descriptions of Compliance and Quality Assurance Auditor, Human Resources Analyst I, Human Resources Analyst II, Labor Relations Analyst I, Labor Relations Analyst II, Senior Human Resources Analyst and Senior Labor Relations Analyst, attached as Exhibit C, are hereby approved.

BONNIE PANNELL, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

EXHIBIT A
Effective March 1, 2012
AUTHORIZED CLASSIFICATIONS, POSITIONS, AND SALARY GRADES

<u>AEA Family:</u>	<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
	Accessible Services Eligibility Specialist	3	205
	Accountant I	0	205
	Accountant II	0	108
	* (2) Administrative Assistant I	0	200
	*(1) Administrative Assistant II	12	202
	Administrative Technician	11	204
	Assistant Architect	0	206
	Assistant Engineer	0	208
	Assistant Planner	1	207
	Assistant Resident Engineer	2	208
	Associate Architect	1	109
	Associate Civil Engineer	1	110
	Associate Engineer	0	109
	Associate Systems Engineer	2	110
	Customer Advocate I	1	201
	Engineering Technician	1	205
	Grants Analyst	0	206
	Graphics Designer	2	205
	Human Resources Trainer	0	206
	Information Technology Business Systems Analyst	0	107
	Information Technology Project Coordinator	1	109
	Information Technology Technician I	0	205
	Information Technology Technician II	1	206
	Inspector	0	204
	Junior Engineer	0	205
	Long Range Planner	1	208
	Marketing and Communications Specialist	1	206
	Network Operations Engineer	1	208
	*(1) Operations Trainer	4	209
	Payroll Analyst	1	204
	Procurement Analyst I	0	205
	Procurement Analyst II	4	207
	Programmer Analyst I	0	205
	Programmer Analyst II	0	208
	Quality Assurance Specialist I	0	202
	Quality Assurance Specialist II	0	205
	Real Estate Analyst I	0	205
	Real Estate Analyst II	0	207
	Resident Engineer	0	110
	Revenue Analyst	1	207
	Route Checker	4	200
	Safety Specialist I	0	205
	Safety Specialist II	1	207
	Schedule Analyst I	1	205
	Schedule Analyst II	2	207

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Senior Accountant	2	109
Senior Architect	1	111
Senior Civil Engineer	1	111
Senior Community and Government Affairs Officer	2	108
Senior Customer Advocate	1	205
Senior Engineering Technician	1	207
Senior Facilities Specialist	2	109
Senior Grants Analyst	2	108
Senior Information Technology Business Systems Analyst	1	109
Senior Inspector	1	206
Senior Marketing and Communications Specialist	1	108
Senior Planner	0	109
Senior Procurement Analyst	3	109
Senior Programmer Analyst	1	109
Senior Project Control Engineer	1	109
Senior Quality Assurance Specialist	1	108
Senior Real Estate Analyst	0	108
Senior Safety Specialist	1	109
Senior Systems Engineer	1	111
Service Planner	1	208
Vehicle Equipment Maintenance Specialist	0	207
Video Communications Systems Analyst	2	208
Total General Family Allocations:	86	

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(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>MANAGEMENT & CONFIDENTIAL FAMILY:</u>		
Accessible Services Administrator	1	110
Administrative Assistant I (<i>GM & Legal Cost Centers</i>)	0	200
Administrative Assistant II (<i>GM & Legal Cost Centers</i>)	2	202
Administrative Technician (<i>Employee Relations Cost Center</i>)	1	204
AGM of Engineering and Construction	1	IV
AGM of Marketing and Communications	1	III
AGM of Planning and Transit System Development	1	III
Attorney I	0	108
Attorney II	0	110
Attorney III	3	112
Benefits Administrator	0	110
Chief Administrative Officer/EEO Officer	1	III
Chief Financial Officer	1	IV
Chief Legal Counsel	1	**
Chief of Facilities and Business Support Services	1	III
Chief Operating Officer	1	V
Claims Analyst I	0	204
Claims Analyst II	2	207
Clerk to the Board	1	208
Community Bus Services Superintendent	0	110
* Compliance and Quality Assurance Auditor	1	112
Deputy General Manager	0	VI
Director, Accessible Services and Customer Advocacy	1	112
Director, Bus Maintenance	1	112
Director, Civil and Track Design	1	113
Director, Community Bus Services	1	112
Director, Construction Management	1	112
Director, Facilities	1	112
Director, Finance and Treasury	1	112
Director, Human Resources	1	112
Director, Information Technology	1	112
Director, Labor Relations	1	112
Director, Light Rail	1	113
Director, Office Management and Budget	1	112
Director, Planning	1	112
Director, Procurement Services	1	112
Director, Project Management	1	112
Director, Real Estate	0	112
Director, Safety	1	112
Director, Scheduling	1	112
Director, Systems Design	0	113
Director, Transportation	1	112
EEO Administrator	1	110
Executive Assistant	1	207
General Manager/CEO	1	**
* Human Resources Analyst I	1	205
* Human Resources Analyst II	0	208

* Denotes Change in Classification/Count

(1) Increase in Position(s)

(2) Decrease in Position(s)

** No Grade, Salary by Employment Contract

*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
Information Technology Service and Support Administrator	1	110
* Labor Relations Analyst I	0	205
* Labor Relations Analyst II	0	208
Maintenance Superintendent - Bus	1	111
Maintenance Superintendent - Light Rail	1	111
Maintenance Superintendent - Wayside	1	111
Manager, Accounting	1	110
Manager, Community and Governmental Affairs	0	111
Manager, Contracts and Disadvantaged Business Enterprise	1	110
Manager, Customer Service	1	110
Manager, Enterprise Resources and Databases	1	111
Manager, Grants	1	110
Manager, Marketing and Communications	1	111
Manager, Quality Assurance	0	111
Manager, Revenue	1	110
Materiel Management Superintendent	3	110
Network Operations Administrator	1	110
Operations Training Administrator	1	110
Paralegal	0	205
Payroll Supervisor	1	109
Principal Planner	1	110
Principal Civil Engineer	0	112
Principal Systems Engineer	0	112
Purchasing and Materials Administrator	1	110
Quality Assurance Administrator	1	110
Real Estate Administrator - Acquisitions	0	109
Real Estate Administrator - Asset Management	1	109
Real Estate Administrator - Transit Oriented Development and Joint Development	0	109
Recruitment and Selection Administrator	1	110
Risk/Claims Administrator	1	110
Senior Administrative Assistant	5	206
Senior Attorney	2	113
Senior Claims Analyst	1	109
Senior Classification and Compensation Analyst	0	108
Senior Financial Analyst	3	108
* Senior Human Resources Analyst	4	109
* Senior Labor Relations Analyst	2	109
Senior Paralegal	2	207
Senior Schedule Analyst	0	108
Transportation Superintendent - Bus	2	110
Transportation Superintendent - Light Rail	2	110
Total Management and Confidential Allocations:	87	
Total District-wide Salaried Allocations:	173	

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>AFSCME 146 Family:</u>		
Administrative Supervisor	1	***
Community Bus Services Dispatcher Supervisor	5	***
Customer Advocacy Supervisor	1	***
Customer Service Supervisor	1	***
Facilities Supervisor	3	***
Maintenance Supervisor - Bus	8	***
Maintenance Supervisor - Light Rail	9	***
Maintenance Supervisor - Wayside	4	***
Maintenance Trainer - Bus	1	***
Maintenance Trainer - Light Rail	1	***
Route Check Supervisor	1	***
Transit Officer Supervisor	1	***
Transportation Supervisor	49	
<u>Total AFSCME 146 Allocations:</u>	85	
<u>ATU 256 Family:</u>		
Accounting Technician	1	***
Claims Technician	1	***
Clerk II	10	***
Computer Technician	0	***
Customer Service Representative II	14	***
Customer Service Representative III	1	***
Operators (CBS, Bus and Light Rail combined)	437	***
Payroll Technician	1	***
Senior Clerk	1	***
Transit Officer	18	***
<u>Total ATU 254 Allocations:</u>	484	

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(1) Increase in Position(s)
(2) Decrease in Position(s)
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*** No Grade, Salary Stated in MOU

<u>Job Classification Titles</u>	<u>Authorized Positions</u>	<u>Grade</u>
<u>IBEW 1245 Family:</u>		
Bus Service Worker	28	***
Electronic Mechanic	2	***
Facilities and Grounds Worker I	2	***
Facilities and Grounds Worker II	4	***
Facilities Electronic Technician	1	***
Facilities Maintenance Mechanic	11	***
Facilities Service Worker	9	***
Light Rail Assistant Mechanic	6	***
Light Rail Service Worker	19	***
Light Rail Vehicle Technician	32	***
Lineworker I	0	***
Lineworker II	0	***
Lineworker III	16	***
* (1) Mechanic A	26	***
* (2) Mechanic A (Body/Fender)	6	***
Mechanic A (Gasoline/Propane)	2	***
Mechanic B	8	***
Mechanic C	17	***
Painter	2	***
Rail Laborer	0	***
Rail Maintenance Worker	8	***
Senior Mechanic	0	***
Senior Rail Maintenance Worker	1	***
Storekeeper	8	***
Upholsterer	1	***
Total IBEW 1245 Allocations:	209	

TOTAL DISTRICT-WIDE AUTHORIZED ALLOCATIONS: 951

* Denotes Change in Classification/Count
(1) Increase in Position(s)
(2) Decrease in Position(s)
** No Grade, Salary by Employment Contract
*** No Grade, Salary Stated in MOU

Salaried Classification Series

Note: A vacancy occurring within a salaried classification series may be filled at the same level as that vacated or at any lower level provided that only the one vacancy is filled.

Accessible Services Eligibility Specialist, Administrator
Accountant I, II, Senior
Administrative Assistant I, II, Technician, Senior, Supervisor
Assistant Architect, Associate, Senior
Assistant Planner, Service Planner, Long Range Planner, Senior, Principal
Attorney I, II, III, Senior
Claims Analyst I, II, Senior, Administrator
Customer Advocate I, Senior
Engineering Technician, Senior
Grants Analyst, Senior
Human Resources Analyst I, II, Senior
Information Technology Technician I, II, IT Service and Support Administrator
Inspector, Senior Inspector, Assistant Resident Engineer, Resident Engineer
IT Business Systems Analyst, Senior
Junior Engineer, Assistant, Associate, Associate Civil, Senior, Principal
Junior Engineer, Assistant, Associate, Associate Systems, Senior, Principal
Labor Relations Analyst I, II, Senior
Marketing and Communications Specialist, Senior
Network Operations Engineer, Network Operations Administrator
Operations Trainer, Administrator
Paralegal, Senior
Payroll Analyst, Supervisor
Procurement Analyst I, II, Senior
Programmer Analyst I, II, Senior
Quality Assurance Specialist I, II, Senior, Administrator
Real Estate Analyst I, II, Senior, Administrator
Safety Specialist I, II, Senior
Schedule Analyst I, II, Senior



EXHIBIT B
AUTHORIZED SALARY GRADE VALUES
Effective January 1, 2012

Grade	Monthly		Annual	
	Minimum	Maximum	Minimum	Maximum
106	\$4,165	\$5,832	\$49,980	\$69,984
107	\$4,582	\$6,416	\$54,984	\$76,992
108	\$5,041	\$7,057	\$60,492	\$84,684
109	\$5,545	\$7,763	\$66,540	\$93,156
110	\$6,154	\$8,617	\$73,848	\$103,404
111	\$6,893	\$9,651	\$82,716	\$115,812
112	\$7,793	\$10,909	\$93,516	\$130,908
113	\$8,883	\$12,436	\$106,596	\$149,232
114	\$10,216	\$14,302	\$122,592	\$171,624
200	\$2,966	\$4,152	\$35,592	\$49,824
201	\$3,114	\$4,360	\$37,368	\$52,320
202	\$3,270	\$4,578	\$39,240	\$54,936
203	\$3,433	\$4,806	\$41,196	\$57,672
204	\$3,640	\$5,095	\$43,680	\$61,140
205	\$3,894	\$5,452	\$46,728	\$65,424
206	\$4,206	\$5,888	\$50,472	\$70,656
207	\$4,542	\$6,358	\$54,504	\$76,296
208	\$4,905	\$6,868	\$58,860	\$82,416
209	\$5,297	\$7,417	\$63,564	\$89,004
210	\$5,721	\$8,010	\$68,652	\$96,120
211	\$6,179	\$8,651	\$74,148	\$103,812
I	\$8,015	\$10,740	\$96,180	\$128,880
II	\$8,656	\$11,600	\$103,872	\$139,200
III	\$9,435	\$12,643	\$113,220	\$151,716
IV	\$10,378	\$13,908	\$124,536	\$166,896
V	\$11,521	\$15,437	\$138,252	\$185,244
VI	\$12,787	\$17,136	\$153,444	\$205,632

EXHIBIT C
Effective March 1, 2012
List of Modified and New Job Descriptions

<u>Job Description - Previous Title</u>	<u>Disposition</u>	<u>Job Description - Modified and New Title</u>
Benefits Analyst II - Health and Welfare	Modified	Human Resources Analyst II
Benefits Analyst II - Leave Administration	Modified	Human Resources Analyst II
Compliance and Quality Assurance Auditor	Modified	Compliance and Quality Assurance Auditor
Human Resources Analyst II-Information Systems	Modified	Human Resources Analyst II
NA	New	Labor Relations Analyst I
Labor Relations Analyst	Modified	Labor Relations Analyst II
Recruitment and Selection Analyst I	Modified	Human Resources Analyst I
Recruitment and Selection Analyst II	Modified	Human Resources Analyst II
Senior Labor Relations Analyst	Modified	Senior Labor Relations Analyst
Senior Recruitment and Selection Analyst	Modified	Senior Human Resources Analyst



Title: Compliance and Quality Assurance Auditor

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to perform operational, compliance and quality assurance audits of District Departments and functions; performs performance/compliance and quality assurance audits of contractors agreements; reviews District operations and records to ensure: adequacy of internal controls, safeguarding of assets, compliance and quality assurance with District policies and procedures and federal, state and local agency grant requirements, effectiveness of operations and consistency with the District’s organizational objectives.

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 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Performs operational audits and reviews throughout the District to provide management with objective analysis of activities; prepare internal audit reports and communicate results of the audits and reviews to management. Examines departmental records to ensure proper recording of transactions and compliance and quality assurance with applicable laws. Compiles edits and composes written reports. Makes presentations of interim and final audit results, including deficiencies noticed and recommendations to improve efficiency and effectiveness of Department overall District operations.	40%
2	S	Under general direction, develops annual audit plan, identifying areas of potential internal control exposure and areas for improving operational efficiency.	20%
3	S	Reviews, analyzes and evaluates vendor/contractor activities, expenses, products and reports to ensure delivery of services or materials as specified, compliance and quality assurance with the contract, and validity of changes in scope of services and amounts.	20%
4	S	Evaluates District procedures for evidence of deficiencies in controls, duplication of efforts, fraud or failure to comply with laws, government regulations, and or District policies or procedures. Assists in the development and administration of auditing policies and procedures, SOPs and other Department training aids.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Business Administration, Public Administration, Accounting, Auditing 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 seven (7) years of increasingly responsible experience reviewing agency functions, procedures, practices and operations. Experience in a governmental or public agency setting is preferred.
Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	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 is reviewed periodically.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has district-wide fiscal oversight responsibility. As required, assures that appropriate linkages exist between district-wide budget, funding limitations and service levels to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and recommends adjustments to Division Executive Managers and the General Manager/CEO.
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	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



Writing	Advanced - Ability to write clear, detailed, and complex documents, including but not limited to audits, certifications, investigation reports, compliance reports, analyses, and other commonly prepared documents typically prepared by internal auditors or certified public accountants. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) Certification is preferred

KNOWLEDGE

- Principles, practices, techniques, standards and theories of current accounting, auditing and internal control
- Current trends and developments in the audit profession with local governments, public accounting and industry.
- Auditing standards as set out in the Standards for the Professional Practice of Internal Auditing as prescribed by Government Code Section 1236
- Practices and techniques of quality assurance principles
- Local, state and federal codes, laws, regulations and procedures related to auditing. Computer applications and usage in auditing and data processing functions
- Statistical sampling techniques
- Application of contractual requirements.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area



ABILITIES

- Perform duties impartially, without compromising the integrity of the audit function
- Analyze, evaluate and resolve complex internal control and operational system problems
- Conduct effective operational audits which promote the District’s ability to meet its organizational objectives
- Apply recognized auditing and quality assurance and Departmental standards to each auditing project
- Review reports, contracts and financial records for accuracy, clarity and completeness
- Review management practices for compliance & quality assurance with legal and procedural guidelines
- Reads and applies laws, rules, and regulations and guidelines applicable to the audit function being performed
- Exercise sound judgment in recommending more efficient systems, methods and procedures. Disseminate information with discretion
- Perform comparative analyses of reports and arrive at logical conclusions and recommendations
- Establish and maintain effective working relationships with those contacted in the course of work to the extent possible without sacrificing integrity or impartiality in reporting District deficiencies
- Develop effective oral and written reports and presentations
- Direct the development of audit plans; analyze policies, functions, procedures, internal, operational controls and accounting systems
- Assimilate knowledge of highly specialized operations and subject matter
- Apply knowledge of operations, policies, procedures and legislation to the activity under audit.
- Communicate clearly and concisely with tact and diplomacy with the public, Board members, management and internal/external customers
- Manage several audit projects simultaneously



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.
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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	F	Making presentations; Observing work site; Observing work duties; Communicating with co-workers
Sitting	F	Desk work; For files
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	R	File drawers; Tables and chairs
Reaching	O	For supplies; For files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; Telephone keypad;
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	R	Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs
Balancing	R	
Vision	F	Reading; Computer screen; Driving; Observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	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, copier, vehicle, calculator, 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	R
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: Safety shoes, protective eyewear, safety vest and hardhat

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	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

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

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.



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	% of Time
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</p>	70%



		monitors eligibility for the District’s benefit programs.	
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.	15%
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.	15%

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	A minimum of one (1) year of experience in recruitment/selection, benefits, leave administration, classification/compensation or related field. Public sector experience is preferred.
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 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.
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	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.
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. • 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 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.
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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.



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 and classification/compensation. 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	% of Time
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.</p>	60%



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 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



		<p>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.</p> <p>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.</p>	
2	S	<p>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 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.</p>	20%
3	S	<p>Compiles, analyzes and summarize statistical information from a variety of sources and create 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.</p>	20%



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 three (3) years of experience in recruitment/selection, benefits, leave administration, HRIS administration, classification/compensation or related field. Public sector experience is preferred.</p>
Supervision	<p>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.</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 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.</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>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</p>



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 management 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:

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.



Title: Labor Relations Analyst I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide analytical support to the Labor Relations department. This is accomplished under general supervision by providing analysis and support for labor and employee relations programs and activities, updating and maintaining various department databases, assisting with the coordination of District’s safety and service awards program and preparing documents and correspondence, tracking and reporting information and reviewing and analyzing procedures and participating in special projects as assigned. Specific responsibilities depend on 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	% of Time
1	S	Read, understand and interprets District policies and DOT/FTA regulations related to the drug and alcohol program. Assists in preparing required reports and correspondence. Assists staff with updating training materials. Responds appropriately to inquiries and provide program information as requested. Read, understand and interprets collective bargaining agreement provisions and applicable Federal and State regulations relating to labor and employee issues. Performs research as requested. Prepares, formats, edits and reviews reports, correspondence and other written materials. Assists staff to compile materials for grievances, arbitrations and unemployment claims. Provides general information to employees about labor and employee relations policies and processes.	60%
2	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.	30%
3	S	Determines eligibility of safety and service award recipients by analyzing HRIS data, calculating absences and researching and analyzing accident history. Creates summary report of award recipients. Assists with the coordination of the District's service and safety awards program by working with assigned labor relations staff, committee members or the event coordinator to plan the events. Coordinates and monitors activities on day of event.	10%



Interacts with other departments and vendors for the events.

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 Business Administration, Public Administration, Human Resources Management, Labor/Industrial Relations 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 one (1) year of experience in human resources, labor relations or a related field. Public sector experience is preferred.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	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.
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	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.
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"> • Principles and practices of human resource program administration. • Principles and practices of statistical analysis. • Methods and techniques of tracking, recording and presenting statistical data. • English grammar, punctuation, spelling, and usage • Practical application of computers and peripheral equipment. • General methods of tactful public communication. • EEO/AA and related labor and employment laws and regulations. • Union agreements. • Federal DOT and FTA Drug and Alcohol Testing Regulations.

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Prioritize and deal with conflicting workload requirements. • Handle all internal/external contacts with courtesy, diplomacy, and tact. • Read, analyze, and interpret District policies, CBA/MOU's, professional journals, technical publications and government regulations. • Write reports, business correspondence, and procedure manuals. • Effectively present information and respond to questions from groups, managers, customers, and the general public. • Deal with difficult people and situations. • Learn departmental systems, methods, tasks, and procedures. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Apply customer service skills, representing the District in a positive way. • Learn SAP system processes related to department and job. • Extract statistics and written information from reports and transfer to other documents. • Provide professional level support in employee relations program areas, including, labor relations, CBA administration and training. • Establish and maintain effective working relationships with employees, other agencies and the public. • Handle multiple priorities, projects and schedules simultaneously.



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 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.
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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	R	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	F	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	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	N
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: None

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	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
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.



Title: Labor Relations Analyst II

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide analytical and technical support to the Labor Relations department. This is accomplished by conducting monitoring activities in support of the District’s drug and alcohol program, providing complex analytical support for labor and employee relations activities, maintaining and summarizing statistical information in order to support costs analysis for collective bargaining, maintain databases and generate reports, coordinating the District’s safety and service awards program, monitoring the department’s budget and participating in special projects related to Labor Relations. Specific responsibilities depend on 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 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Read, understand, interprets and applies District policies and DOT/FTA regulations related to the drug and alcohol program. Monitors random testing process to ensure tests are completed within required timeframes. Reviews testing records for compliance and completeness. Assists in the training of new supervisors and employees and update training records. Assists with the audits of vendors/contractors and the monitoring of contract compliance. Monitors employees on rehabilitation program (voluntary and involuntary). Responds appropriately to inquiries and provide program information as requested. Read, understand, interprets and applies collective bargaining agreement provisions and applicable Federal and State regulations relating to labor and employee issues. Performs research as requested. Assists with surveys of other agencies’ labor and employee relations practices and polices. Provides general information to employees about labor and employee relations policies and processes. Provides analytical support to labor relations staff for negotiation and settlement activities. Prepares complex contract and proposal documents. Assists with unemployment insurance process.	50%



2	S	Updates and maintains labor costing software and create reports used in costing proposals. Compiles, analyzes and summarizes statistical information from drug and alcohol database and creates quarterly statistical reports and charts on the District's drug and alcohol program. Provides data analysis, reporting, and technical support by retrieving, compiling, analyzing, and summarizing statistical data from HRIS. Compiles data to provide to the FTA annually. Creates and provides ad hoc reports as needed. Creates tables and queries as requested to maintain drug and alcohol and safety and service award databases. Creates templates and forms for the department. Troubleshoots department databases as required.	30%
3	S	Administers the District's service and safety awards program by preparing and calculating the necessary budget and monitoring expenditures. Coordinates with the Procurement department to select event coordinators. Selects and reserves appropriate venue. Works with committee members or the event coordinator to plan the events. Reports status to the Director. Interacts with other departments and vendors for the events.	10%
4	S	Monitors department budget by entering budget projections in the District budget program. Reviews monthly department budget and reconcile expenditures. Reports information to the Director. Prepares budget adjustments (transfers) as necessary.	10%

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 Business Administration, Public Administration, Human Resources Management, Labor/Industrial Relations or a 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 human resources, labor relations or a 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 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	

KNOWLEDGE
<ul style="list-style-type: none"> • Principles and practices of human resource program administration. • Principles and practices of statistical analysis. • Methods and techniques of tracking, recording and presenting statistical data. • English grammar, punctuation, spelling, and usage • Practical application of computers and peripheral equipment. • General methods of tactful public communication. • EEO/AA and related labor and employment laws and regulations. • Union agreements. • Federal DOT and FTA Drug and Alcohol Testing Regulations • Training principles and techniques.

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software • Specialized software related to functional area.



ABILITIES

- Prioritize and deal with conflicting workload requirements.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Read, analyze, and interpret District policies, CBA/MOU's, professional journals, technical publications and government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Deal with difficult people and situations.
- Learn departmental systems, methods, tasks, and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way.
- Learn SAP system processes related to department and job.
- Extract statistics and written information from reports and transfer to other documents.
- Provide professional level support in employee relations program areas, including, labor relations, CBA administration and training.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Handle multiple priorities, projects and schedules simultaneously.



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	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	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	R	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	F	Filing in lower drawers; retrieving items from lower shelves/ground; making repairs
Twisting	O	From computer to telephone; getting inside vehicle
Climbing	R	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	N
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: None

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	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
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.



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 and classification/compensation. 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	% of Time
1	S	<p>Recruitment/Selection: 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. 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. Designs and conducts employee training modules related to recruitment activities. Researches and resolves issues related to recruitment activities.</p> <p>Employee Benefits: Responds to complex employee questions regarding benefits eligibility and procedures. Explains and interpret District insurance programs and options for employees</p>	60%



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 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 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 defined 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 research, analyzes, and resolves discrepant or questionable member accounts with regard to compensation. Analyzes and interprets information found in the Collective Bargaining Agreements/Memorandums of Understanding, 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 Dept., 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.



		<p>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.</p>	
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>	20%
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>	20%



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	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.
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. • Benefits administration as it relates to the enrollment and tracking of members. • Brown Act regulations as they report to public meetings. • Policies, procedures and guidelines impacted by external sources. • 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 pension programs, including retiree health and welfare benefits. • 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. • Negotiation techniques as they relate to 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, practices and techniques of public personnel administration, 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, practices and methods of organization, administration, supervision, motivation, training, discipline and performance evaluations.



- 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"> • Advanced 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 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:

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:

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.



Title: Senior Labor Relations Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide professional and technical support for complex Labor Relations programs and processes. This is accomplished by administering all aspects of the District's drug and alcohol program in accordance with DOT/FTA regulations, representing the District in various resolution processes, advising department managers, supervisors and employees regarding interpretation and proper application of bargaining agreement provisions, ensuring compliance with negotiated terms and agreements, administering unemployment insurance process, researching and recommending changes to employee relations policies and administering department projects and other programs. 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.

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	% of Time
1	S	Administers the District's drug and alcohol program as mandated by DOT/FTA regulations. Reviews applicable policies and procedures and makes recommendations for revisions. Oversees District's random testing process to ensure tests are completed and dispersed as required. Monitors vendors and contractors to ensure compliance with regulations. Conducts random field audits of selected vendors and contractors, identifies non-conformances and deficiencies and provides documented findings and recommendations for corrective actions to Director. Communicates and coordinates with other departments to ensure policies and guidelines are followed. Develops and/or administers training to current and new supervisors and employees. Coordinates with Director on oversight of the District's rehabilitation program (voluntary and involuntary). Represents the District in grievance arbitrations, discipline appeal hearings as well as grievance settlement discussions. Participates in negotiations and prepare language for collective bargaining provisions, memorandums of understanding and management proposals prior to and during negotiation process. Analyzes management and union proposals in order to determine cost and policy implications. Coordinates communication and	50%



		<p>implementation of negotiated changes with appropriate management and supervisors. Provides consultation, advice and training to management and supervisors on various labor relations issues including grievances, discipline and interpretation and application of collective bargaining provisions and workplace policies that affect represented employee groups. Communicates with representatives of recognized employee organizations to discuss compliance and interpretation of collective bargaining agreement provisions, memorandums of understanding and side agreements. Recommends selection of other members of the District negotiating teams. Develops and administers training on employee relations matters and processes. Administers unemployment insurance process including responding to claims, preparing District appeals and representing the District in appeal hearings.</p>	
2	S	<p>Analyzes data to develop and present reports, informational documents and statistical summaries to department, EMT and General Manager on labor and employee relations issues or programs such as employee availability, bargaining unit statistics and the District's drug and alcohol program. Ensures accurate compilation of required data to provide to the FTA annually. Provides ad hoc reports as needed. Provides analytical support to the Director for all collective bargaining activity by costing proposals to determine economic viability within Board authorized spending limits. Coordinates with other department management to obtain projections to include in analysis. Creates proposals for settlement reports. Conducts research and analytical studies on a variety of labor and employee relations programs and issues. Coordinates and expedites reports and program information from departmental input.</p>	25%
3	S	<p>Directly or indirectly supervises staff in Labor Relations, external departments or project teams by planning, prioritizing, assigning, monitoring, and reviewing the work of staff members. Participates in the selection of staff, plans and coordinates training, plans and monitors the correction of deficiencies. In the case of direct support staff, writes, conducts and administers performance evaluations and associated corrective action/performance requirements.</p>	15%
4	S	<p>Plans, organizes and administers 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 monitors 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</p>	10%



recommendations for budget projections and assists with budget preparation and administration.
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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 Business Administration, Public Administration, Human Resources Management, Organizational Development, Labor/Industrial Relations or Economics.</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 labor and employee relations that may include administration of collective bargaining agreements, acting as a representative in negotiation and resolution processes, administration of disciplinary and grievance processes, conducting grievance and/or arbitration hearings, administration of drug and alcohol program, labor cost analysis or project management. 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	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	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.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Principles and practices of human resource program administration. • English grammar, punctuation, spelling, and usage. • General methods of tactful public communication. • Principles and practices of statistical analysis. • EEO/AA and related labor and employment laws and regulations. • Union agreements. • Federal DOT and FTA Drug and Alcohol Testing Regulations. • Meyers-Milias-Brown Act and other state and federal laws and court decisions regarding labor relations in the public sector. • Negotiation techniques and principles, • Practices, and process of dispute resolution and compensation administration. • Principles and practices of California public sector collective bargaining and public human resources management; principles of organization and management. • Federal, state, and local laws and regulations pertaining to public agencies in the areas of labor relations; • Modern complex legal principles, practices, and procedures of labor and administrative law, including arbitration rules and procedures and collective bargaining procedures; and State, and federal court procedures; • Public sector employee relations, typical provisions of collective bargaining agreements and public employee labor laws; • Established legal precedents and sources of legal reference applicable to the District’s operations; • Techniques for investigating, analyzing, and resolving employee grievances; • Collaborative problem solving; • Principles and practices of public personnel administration, management analysis, organization, budget, and communication; • Principles of supervision, training, motivation, performance evaluation, and discipline.



SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Prioritize and deal with conflicting workload requirements. • Handle all internal/external contacts with courtesy, diplomacy, and tact. • Read, analyze, and interpret District policies, professional journals, technical publications and government regulations. • Write reports, business correspondence, and procedure manuals. • Effectively present information and respond to questions from groups, managers, customers, and the general public. • Deal with difficult people and situations. • Learn departmental systems, methods, tasks, and procedures. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Apply customer service skills, representing the District in a positive way. • Extract information from reports and transfer to other documents. • Provide professional level support in employee relations program areas, including, labor relations, CBA administration and training. • 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. • Build and maintain positive relationships internally and externally. • Excellent written and verbal communications skills. • Proven leadership. • Exercise sound judgment and make decisions in a manner consistent with the essential job functions. • Understand, interpret, and apply appropriate provisions of applicable laws, ordinances, policies, rules, regulations, CBAs and memoranda of understanding. • Collect and analyze information. • Project consequences and financial costs of proposed actions, and make and support recommendations and positions. • Develop a course of action that will achieve the objectives of opposing parties. • Exercise independent judgment. • Speak to groups. • Establish and maintain working relationships with a variety of individuals and groups. • Use tact and persuasion under pressure in extremely controversial and



confrontational situations.

- Prioritize and organize multiple activities.
- Prepare written agreements and reports.
- Conduct research; prepare and present advocacy materials in a clear and concise manner, both orally and in writing.
- Prepare and present arguments clearly, persuasively, and logically.
- Take initiative, reason logically, and be creative in developing and introducing new ideas; use initiative and good judgment.
- Define problem areas and evaluate, recommend, and implement alternative solutions to complex issues and problems.
- Work effective under stressful situations involving confrontation and conflict.
- Persuade, justify, and project the consequences of decisions and/or recommendations.
- Select, supervise, train, motivate, assign, evaluate, counsel, and discipline staff.
- Effectively supervise subordinate staff.
- Meet deadlines.



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	R	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	R	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	N
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	O
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.