

# IMPERIAL COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: HUMAN RESOURCES ANALYST

### **BASIC FUNCTION:**

Under direction of the Chief Human Resources Officer, exercises professionalism and discretion in performing a variety of complex administrative and technical duties related to employment, payroll and leave processing, labor negotiations, and other related HR functions. Assures the confidentiality of sensitive information and compliance with applicable laws, regulations, policies and procedures.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents assigned to this classification are exposed to very sensitive information and materials related to labor negotiations and in the formulation of District policies and procedures, and are designated as Confidential positions.

### **REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification*

Interpret, apply, and explain federal and state employment regulations, District policies, procedures, collective bargaining agreements and general information regarding personnel and equal employment opportunity / diversity programs to employees, other district and governmental agency offices, students and the general public.

Prepare, distribute, receive and screen employment documents and application packets; administer applicant performance tests and evaluate test results; assure equal opportunity and diversity standards, equivalency and minimum qualifications requirements have been met; prepare documents for job offers, background checks, physical examinations, fingerprinting, placement and employment; conduct employee orientations and exit interviews.

Maintain a variety of employment contracts, files, documents, forms, records, reports and lists related to District personnel and job applicants; prepare and process a variety of forms regarding employee status; compose correspondence concerning personnel transactions and activities; prepare and submit agenda items for Board actions.

Review to ensure accuracy and compliance of employee time records, utilizing a variety of salary scales, schedules, overtime and additional compensation, shift differentials, etc. Work with payroll to conduct internal audits that maintain compliance with all applicable compensation regulations.

Collaborate with CHRO and area Vice Presidents regarding position vacancies. Establish applicant screening timelines and processes; assist in forming screening committees; review and evaluate employment applications, transcripts, resumes and other documents; oversee and provide training to members of the screening and selection committee; ensure conformance with established policies and legal requirements; maintain a high level of communication with applicants and hiring administrator(s); prepare and send non-selection notifications; provide assistance in the recruitment and announcements of vacant positions.

Conduct a variety of employment related research; collect and compile data, best practices, and opinions; analyze the data, and then prepare written reports based on that analysis.

Prepare and maintain comprehensive records and files related to all aspects of human resources activities including information such as TB test results, fingerprint records, employment history, evaluations, retirement, completed training, certifications, and demographic data; assure security of confidential information as required by law and by policy.

Maintain and process educational attainment information for professional growth and promotion of employees; collect, monitor and compile course completion and monetary awards statistics for Professional Growth Programs for employees.

Perform the employee onboarding process to include filling out necessary forms, assist in the synchronization of benefits, and connect the employee with their new department to ensure a smooth onboarding and orientation.

Assist with conducting research on establishing classifications, reclassification, and job descriptions. Help in the preparation of classifications, job descriptions and job announcements. Participate as a member of the classification committee.

Interpret, explain and apply terms of bargaining unit agreements; assist in grievances, conflict resolution, and complaint procedures; comply with federal and State laws and regulations, and District policies and procedures related to collective bargaining.

Assist in administering personnel performance appraisals; notify supervisors in advance of due dates, provide periodic training, update appraisal forms and maintain appropriate records.

Attend staff meetings, conferences and workshops.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Methods, practices, terminology and procedures used in effective human resources administration.
- Recruitment, selection, and employment .
- Federal and State laws and regulations including California Education Code, Title IX, and California Government Code Title 5 as related to human resources.
- District policies and procedures related to human resources.
- Employee Relations and Organizational Effectiveness strategies.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical concepts and simple descriptive statistical and research methods.
- Interpersonal skills using tact, patience and courtesy.
- Records management techniques.
- Modern office practices, procedures and equipment.
- Computer software programs for data and word processing activities.

**Ability to:**

- Perform, interpret, apply and explain complex rules, regulations, policies and procedures.
- Analyze situations objectively and make recommendations in the best interest of the district.
- Develop and maintain comprehensive records and reports.
- Provide accurate information on a variety of human resources related topics.
- Prepare and process a variety of forms, documents and records related to employment, benefits, payroll, collective bargaining agreements, retirement, and other related human resources programs.
- Research and compile data and generate complex reports, correspondence and documents.
- Maintain confidentiality of sensitive information.
- Make basic mathematical calculations accurately.
- Initiate, establish and maintain cooperative working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, employees and the general public.
- Maintain a high level of time management and organization skills in order to schedule, track, and effectively meet expectations and project timelines.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by an Associate’s degree in human resources, human relations, or a closely related field and two years of human resources experience. A Bachelor’s degree and experience in the public sector HR is preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter.                              |

- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 10 pounds.
- 2 I. Ability to carry 10 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*