

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 District administrative, academic and classified personnel and collateral information / activities. Perform generalist functions related to the recruitment, employment, benefit programs, contracts and collective bargaining agreements, assuring 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 (including negotiations information and strategies, employee evaluations and discipline, complex investigations, etc.) and are designated as Confidential positions.

REPRESENTATIVE DUTIES:

Interpret, apply, and explain federal and state employment regulations, District policies, procedures, regulations, collective bargaining agreements and general information regarding personnel and staff diversity/equal opportunity / diversity programs to academic, administrative, and classified employees of the District, other district and governmental agency offices, students and the general public. Must exercise professionalism, tact, diplomacy, and effective employee relations skills.

Prepare, distribute, receive and screen employment documents including job announcements, advertisements and application packets; administer 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 confidential 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 extra duty pay, shift differentials, etc. Work with the payroll department to conduct internal audits that maintain compliance with all applicable compensation regulations (FLSA, etc.).

Assess needs, create, and present training sessions on a variety of human resources related topics. Maintain training records and evaluate effectiveness / impact of the training. Collaborate with area Vice Presidents regarding recruitment to: determine justification of vacancies; establish recruitment timelines and processes; compile 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; analyze and make written recommendations regarding problems and process improvement.

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 confidential information such as TB test results, fingerprint records, worker's compensation claims, employment history, retirement, and personal and demographic data; assure security of confidential information as required by law and by policy.

Maintain and process educational obtainment information for the advancement of academic employees on the salary schedule; collect, monitor and compile course completion and monetary awards statistics for Professional Growth Programs for employees.

Participate in coordination of medical, dental, vision, life, income protection and disability insurance benefits; enroll employees and process necessary forms; communicate with employees and benefits providers to resolve claims.

Conduct and respond to surveys regarding classification and compensation, and administrative procedural questionnaires.

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, 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.

Operate a variety of office machines and maintain an excellent working knowledge of the HRIS / database systems.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in effective human resources administration.

Recruitment, selection and placement of academic and classified personnel.

Applicable sections of California Administrative and Education Codes and other State and federal laws and District policies related to human resources and affirmative action activities.

Employee Relations and Organizational Effectiveness strategies

District operations, policies and procedures.

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 related to human resources functions.

Analyze situations objectively and recommend or adopt an effective course of action that is in the best interest of the district.

Develop and maintain comprehensive records and reports.

Train and provide accurate information and assistance to administrators, faculty, classified staff, students, outside agencies, and the general public on a variety of human resources related topics. .

Prepare and process a variety of forms, documents and records related to employment, benefits, payroll, industrial injuries, collective bargaining agreements, retirement and related human resources programs.

Research and compile data and generate complex reports, correspondence and documents.

Maintain confidentiality of sensitive information.

Make mathematical calculations quickly and 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, preferably in a public sector organization. A Bachelor's degree with a certification from the Human Resource Certification Institute (HRCI) is preferred.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Employees in this classification are frequently exposed to situations / meetings that require effective listening / problem solving skills and delivering messages that may be controversial in nature.

PHYSICAL DEMANDS: Must regularly sit for long periods of time, travel across campus to attend meetings, use hands and fingers to operate an electronic keyboard, reach with hands and arms, speak clearly and distinctly to ask questions and provide information, hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 10 pounds.