Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Human Resources Analyst I/II

GENERAL PURPOSE

Under general supervision (Human Resources Analyst I) to direction (Human Resources Analyst II), performs a variety of responsible human resources administrative work, professional, technical, and analytical activities in support of the District's human resource management programs and initiatives; areas of responsibility include, but are not limited to recruitment and selection, classification, compensation, employee relations, performance management, training and development, and benefits administration; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst I: This is the entry-level classification in the Human Resources Analyst series. Initially under close supervision, incumbents learn and perform routine human resources generalist duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Human Resources Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Human Resources Analyst II: This is the fully qualified journey-level classification in the Human Resources Analyst series. Positions at this level are distinguished from the Human Resources Analyst I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Human Resources Analyst in that the latter performs the most complex work assigned to the series and/or providing technical and functional direction over lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Human Resources Analyst I) to direction (Human Resources Analyst II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Human Resources Analyst I/II level may perform some of these duties and responsibilities in a learning capacity.

➢ Provides professional support to the District's human resources programs and initiatives; performs assigned functions, such as recruitments, classification review, and compensation studies; collects and analyzes data; performs research and prepares reports; and participates in special projects.

➢ Assists in developing, coordinating, and presenting human resource-related training programs; monitors, evaluates, and updates all professional technical training for the District.

➢ Assists in administering job-related selection procedures, including but not limited to application reviews, written, and performance tests, interviews, and assessment techniques; ensures that all assigned phases of recruitment and selection comply with applicable federal, state, and local laws, regulations, and guidelines.

➢ Assists in developing requests for proposals for vendor-provided training courses; participates in the evaluation and selection process; coordinates the delivery of training with outside instructors and through local educational institutions and training-program vendors; attends career fairs as needed.

➢ Participates in administering and maintaining the District's Human Resources Information systems and payroll systems interface; creates payroll reports for projected and retroactive personnel action changes.

➢ Monitors, evaluates, and updates the employee performance evaluation system to ensure consistency in program implementation.

➢ Interprets and explains policies, procedures, and regulations to District management, employees, and the public in assigned areas of responsibility.

➢ Assists in developing and implementing strategies for a variety of human resources related programs; generates and compiles statistical reports; performs a variety of special research, writing, and analysis projects related to benefits administration, training and development, and classification.

➢ Administers District employee benefits plans, including medical, dental, vision, life, long-term disability, retirement, deferred compensation, employee assistance and COBRA; reconciles plan premium billings and processes invoices for payment.

➢ Reviews, recommends, and administers benefit contracts and consultants providing benefit advice to District. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies and the public.

➢ Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures and benefit fair, and other related events.

➢ Oversees and monitors the Affordable Care Act program, policies, procedures, and processes; ensures compliance with laws, rules and regulations; inputs and compiles data and reports.

➢ Submits employee retirement enrollment changes to carriers in a timely manner, assists employees with all concerns related to their health and welfare plans.

➢ Administers employee leave program; monitors employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.

➢ Prepares a variety of reports and assists in administering District equal employment opportunity, affirmative action, and Americans with Disabilities Act policies and programs.

➢ Assists in conducting investigations of discrimination and other employee complaints.

➢ Researches and develops data and analyses regarding employee relations issues and cases.

➢ Conducts position classification audits and studies; recommends the classification of new or modified positions; drafts new or revised job descriptions.

➢ Conducts surveys and studies regarding compensation and other human resource management issues; provides classification, compensation, and benefits information to other organizations.

➢ Observes and complies with all District and mandated safety rules, regulations, and protocols.

➢ Performs related duties, as assigned.

REQUIRED QUALIFICATIONS

Positions at the Human Resources Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

➤ Principles, practices, and techniques of public, human resources administration, including recruitment, testing and selection, classification and job analysis, compensation and benefits analysis, and administration, training, and instruction.
➤ Basic labor relations principles and practices, including contract administration.
➤ Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
➤ Research methods and data analysis techniques.
➤ Benefits administration, public pay administration, position classification, and salary surveys.
➤ Personnel selection, validation, performance appraisal, and affirmative action.
➤ Merit principles and systems.
➤ District and mandated safety rules, regulations, and protocols.
➤ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

➢ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
➢ Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

➢ Provide professional generalist support to the District's human resources programs.
➢ Conduct research and prepare findings.
➢ Analyze problems, evaluate alternatives, and make sound, appropriate recommendations.
➢ Analyze jobs and salaries and prepare sound classification and compensation recommendations.
➢ Perform diverse recruitment and selection tasks and ensure compliance with mandated regulations.
➢ Maintain confidentiality of sensitive personal information of employees, former employers, and other matters affecting District employee relations.
➢ Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
➢ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
➢ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
➢ Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
➢ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
➢ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:
Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

➢ Human Resources Analyst I: Three (3) years professional experience supporting human resources programs, preferably in a government or utility environment.

➢ Human Resources Analyst II: Four (4) years of progressively responsible professional experience supporting human resources programs, preferably in a government or utility environment, or one (1) year of experience at the Human Resources Analyst I level with the District.

Education:

➢ Human Resources Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, public or business administration, or a related field.

Licenses/Certifications:

➢ Professional designation in human resources management or related specialty is desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; color vision to operate programs and create documents; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Human Resources Analyst I/II class series are flexibly staffed; positions at the Human Resources Analyst II level are normally filled by advancement from the Human Resources Analyst I level; progression to the Human Resources Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Human Resources Analyst II level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	*Board of Directors*
Date adopted:	*October 2, 2019*
Date modified:	
FLSA determination:	*Exempt*

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Human Resources Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____