

PERALTA COMMUNITY COLLEGE DISTRICT – March 22, 2012

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**HUMAN RESOURCES ANALYST
(Confidential Salary Range 32)
Job Code: 894**

CLASS PURPOSE

Under direction from the Director of Human Resources, performs a variety of advanced, journey level administrative, technical and analytical duties in support of the District's human resources functions. Those functions include, but are not limited to, recruitment and selection, classification, leaves and absences, and information management.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develop and post job vacancy announcements for management, faculty and classified positions.
- Work with hiring managers during the recruitment and selection process to provide comprehensive consultative support to assure successful advertising and recruitment efforts including assessing the viability of applicant pools. Screen application materials for minimum qualifications.
- Develop recruitment plans for vacant positions including the development and preparation of advertisements, ad copy, and research to identify appropriate recruitment resources, including publications, internet sources, organizations & events.
- Conduct hiring committee training sessions. Set up committee member access to review applications online.
- May administer pre-employment skill assessment exercises, as required.
- Represent the Office of Human Resources during external recruitment activities.
- Evaluates and determines appropriate classifications and structures; prepares written reports and recommendations.
- Maintains and updates position management and job attributes tables and records in the enterprise HR database.
- May conduct reference checks of finalist candidates.
- Performs research and analysis related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements.
- Assists in the tracking and posting of leaves and absences.

Job Description: Human Resources Analyst

- Provides advice and direction on a wide range of matters including situations involving consistent application of policies, rules and regulations, including board policy, California Education Code, state and federal regulations, and practice.
- Assists the Vice Chancellor and the Director in compiling statistical data and other confidential information for inclusion into ad hoc and ongoing reports.
- Conducts research and analysis on special projects as assigned. Performs a variety of complex and difficult administrative support duties.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field, and three years of increasingly responsible human resource analysis and/or program administration experience.
2. Demonstrated proficiency in English usage, report writing and customer service techniques.
3. Demonstrated ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
4. Demonstrated ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
5. Demonstrated ability to establish and maintain cooperative-working relationships with those contacted during the course of work as well as experience working occasionally under pressure with tight deadlines.
6. Demonstrated the ability to maintain confidentiality at all times, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
7. Demonstrated proficiency in using mainframe information systems (such as human resources information systems, and budget and finance systems), as well as knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience in a labor environment that involves bargaining units.
- Public sector and/or higher education experience is highly desirable.
- PHR or SPHR certification.

Job Description: Human Resources Analyst

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

MENTAL REQUIREMENTS

- Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A