

**PERALTA COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED CONFIDENTIAL JOB DESCRIPTION**

**SENIOR EMPLOYEE RELATIONS ANALYST II**

**(Confidential Salary Range 38)**

**Job Code: 277**

**CLASS PURPOSE**

Under the general direction of the Director of Employee Relations and Diversity Programs, performs a variety of senior level, professional, technical and analytical duties in support of the District's employee relations functions. These functions include, but are not limited to, employer-employee relations, risk management, personnel investigations, diversity programs and understanding of basic human resources rules and regulations. Positions in this class assist in providing direction and training to both classified and managerial staff, and personally performing the more complex, and/or specialized assignments requiring thorough analysis, extensive research, and knowledge of theories and principles. This position requires use of independent judgement.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**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.

- Plans, organizes and leads professional and technical staff involved in complex, sensitive and detailed analytical work in labor and employee relations, safety, disability, and worker's compensation, training and development.
- Manages EEO and diversity programs to ensure compliance with various federal and state laws.
- Assist with maintaining the District's classification and compensation systems, including conducting surveys; analyzing position classifications for accuracy; and recommends policy, system, and processes changes to comply with District goals.
- Conducts and assists with the District's training programs, including but not limited to, EEO, sexual harassment, discrimination, abusive conduct and Title IX.
- Provides employee relations advice and recommendations to managers, supervisors, and employees regarding District policies and procedures. Performs other related duties as required.

**Job Description:** Senior Employee Relations Analyst II

- Conducts primary investigations of complex personnel issues, including allegations of employee misconduct, sexual harassment and discrimination.
- May assist with the District's Risk Management program, including processing and monitoring of claims, coordinates efforts to return injured employees to work as quickly as possible, coordinates alternate duty assignments, maintains computer and paper files, and prepares reports as required or necessary.
- Collaborates with senior level administrators to ensure the District complies with Federal and State Labor and Employment Laws and Regulations.
- Acts as an information resource to managers, supervisors and employees regarding Employee Relations and basic Human Resources functions.
- Assists with labor relations activities, including preparation for negotiations and contract interpretation.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in employee relations and human resources.

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree from an accredited college or university with major course work in employee/labor relations, human resources, public administration, business administration, or a related field, AND seven (7) years of increasingly responsible employee/labor relations, human resources analysis and/or program administration experience, including at least three (3) years of experience conducting complex personnel investigations in areas of discrimination, sexual harassment, workplace violence, and inappropriate workplace conduct.
2. At least three (3) years of experience performing classification and compensation studies.
3. Demonstrated ability to maintain confidentiality at all times, handle sensitive personnel matters, and respond to employee and public personnel inquiries with sensitivity, tact and diplomacy.
4. Demonstrated knowledge of California and federal rules and regulations pertaining to labor and employee relations, human resources, Title IX, EEO, and Ed. Code.
5. Demonstrated ability to:
  - Evaluate effectiveness of functions and operations
  - Develop and evaluate alternatives for possible courses of action
  - Prepare detailed reports and recommendations
  - Speak and write effectively
  - Establish and maintain cooperative relationships with others
6. 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.

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7. Experience in interpreting and applying employee labor agreements, personnel policies and procedures, and local, state and federal rules and regulations.
8. Experience in ADA administration, workers' compensation, ergonomic programs and FMLA/CFRA.
9. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.
10. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

**DESIRABLE QUALIFICATIONS**

- Experience in higher education or other public sector in a unionized environment is highly desirable.
- PHR or SPHR certification from the Society for Human Resources Management (SHRM) or other HR certification
- Paralegal certification.
- Experience working in an environment that requires handling of sensitive and confidential information with discretion, tact, and diplomacy.

**ENVIRONMENTAL DEMANDS**

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

**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

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- 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