

PERALTA COMMUNITY COLLEGE DISTRICT - March 2017

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

SENIOR HUMAN RESOURCES ANALYST II

(Confidential Salary Range 38)

Job Code: 783

CLASS PURPOSE

Under general direction of the Director of Human Resources, performs a wide variety of HRIS and systems data analytics and support, as well as technical and analytical support on a variety of personnel database applications. Those functions include, but are not limited to, data input, retrieval, analysis, and development duties in support of the District's human resources information system (HRIS); serve as a technical resource to HR staff, District employees, and external stakeholders in the compilation and dissemination of information through the District's HRIS database systems and modules. Employees in this class assume the more complex activities involved in data management. This position requires use of independent judgement as well as identifying problems in advance, and proposing solutions. In addition, this position will include, but are not limited to, classification, compensation and HRIS 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.

- Input and retrieve a variety of pre-employment and post-employment data into the HR and benefits modules of the District's HR information systems.
- Compile and maintain internal database files and tables and develop custom reports and queries to meet the requirements of Human Resources management and staff.
- Assure the integrity of system data; review information input into HRIS modules for accuracy and completion; run report to verify data; adjust and correct within the system as appropriate.
- Work with Human Resources personnel to evaluate HRIS software and hardware needs and may design new and modify existing HRIS configurations to meet changing demand.
- Provide human resources technology expertise to Vice Chancellor for Human Resources, Director of Human Resources, Human Resources Manager and staff regarding human resources matters; assist and participate in developing user training guides on applicable areas of HRIS technology software and applications.
- Oversee, support and maintain the Position Management module of the HR core system; create new positions, update existing positions, inactivate dormant positions, compile and provide user training guides on applicable practices on new request and request for changes to a position number.

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- Serve as the department's technical and functional liaison for other functional experts including District Finance, Payroll and District Information Technology. Function as Project Lead for HRIS upgrades and projects.
- Troubleshoot problems and issues of concern with software and data output; assist in the review, testing and implementation of system upgrades and/or patches; participate in cross-functional teams within and beyond the department to assure smooth integration of data and information.
- Participate in user group meetings or conferences.
- Assists in development, review and revision of human resources written policies and procedures.
- Conduct formal and informal training session for the District's administrators and staff regarding the department's information systems.
- Collaborating with senior level administrators and department's staff to ensure the department's information systems provide data and reporting requirements that comply with Federal and State Labor and Employment Laws and Regulations.
- Acts as an information resources to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining provisions.
- Assists in the research and compilation of statistical data and other confidential information for inclusion into ad hoc and ongoing reports.
- Conducts complex classification and reclassification and reclassification studies; evaluates and determines appropriate classifications and structures; prepare written reports and recommendations.
- Conducts complex wage and salary studies and surveys for the purpose of compensation administration and labor negotiations; compiles data and prepares written reports including recommendations for action.
- Researches and advises on 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.
- Queries the human resources management information system (HRIS) for data in response to requests for information from management and bargaining units.
- Provides professional level staff work in the analysis, research, writing and preparation of reports, correspondence, charts and memoranda.
- Administer user security access to HR modules.
- Perform Human Resources functions and other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of:
 - o Human Resources functional areas and processes.
 - o HRIS administration, implementation, and maintenance.
 - o HRIS database design, structure, functions and processes, and database tools.

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- o Report generation and compliance tracking.
- o Working knowledge of accounting, budgeting and payroll concepts and terminology.
- o Laws, regulations, rules, and policies related to administrative functions.
- o Practices and trends in the particular field of assignment.
- o Research and analytical methods.
- o Governmental organization.
- Ability to:
 - o Demonstrate ability to build strong working relationships across all levels of the organization.
 - o Analyze and resolve moderately complex problems and use independent judgement.
 - o Learn, interpret and intergrate collective bargaining agreements into current HR functions and business processes.
 - o Develop and evaluate alternatives for possible courses of action.
 - o Perform multiple complex duties simultaneously with constant changing priorities and deadlines.
 - o Prepare detailed reports and recommendations.
 - o Demonstrate a strong customer service orientation.
 - o Communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, computer science, information system or a related field, and five (5) years of Human Resources professional experience or five (5) years of increasingly responsible human resources analysis and/or program administration experience.
2. 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.
3. 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.
4. 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 a higher education or other public sector environment that involves bargaining units is highly desirable.

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- PHR or SPHR certification from the Society of Human Resources Management (SHRM) or other HR certification.
- Experience working in an environment that requires handling of sensitive and confidential information with discretion, tact, and diplomacy.
- Three years of experience performing classification and compensation studies.
- Functional lead or implementation experience with Oracle/PeopleSoft, Banner, Datatel or similar Enterprise Resource Planning (ERP) system.

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
- 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.