

PERALTA COMMUNITY COLLEGE DISTRICT - April 11, 2011

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**SENIOR HUMAN RESOURCES ANALYST
(Confidential Salary Range 36)
Job Code: 893**

CLASS PURPOSE

Under general direction of the Director of Human Resources, performs a variety of complex and difficult, professional, advanced, technical and analytical duties in support of the District's human resources functions. Those functions include, but are not limited to, classification, compensation, employer-employee relations, benefits and HRIS management. This position may require working assignments at various colleges within the District.

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.

- Coordinates the recruitment and selection process with hiring managers and selection committees for management, faculty, and classified positions. May conduct reference checks of finalist candidates.
- 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.
- Process personnel transactions for classified administrative, classified regular and temporary employees, which involves coordination and follow up with managers, supervisors, candidates, and others as necessary to ensure timely completion of transactions.
- Reviews and monitors academic (faculty and management) personnel transactions for regular and temporary employees, including coordination and follow up with managers, supervisors, candidates, and others as necessary to ensure timely completion of employment actions.
- Conducts complex classification and reclassification studies; evaluates and determines appropriate classifications and structures; prepares written reports and recommendations; develops new jobs, classes, and classifications; and revises existing classification specifications.
- 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.

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- Researches and advises 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 in the research and compilation of statistical data and other confidential information for inclusion into ad hoc and ongoing reports.
- Queries the human resources management information system (HRIS) for data in response to requests for information from management and bargaining units.
- Researches and proposes fiscal year Holiday Schedule.
- Provides professional level staff work in the analysis, research, writing and preparation of reports, correspondence, charts and memoranda.
- 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 five (5) years of increasingly responsible human resource analysis and/or program administration experience, including at least three years of experience performing classification and compensation studies and benefits analysis.
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.
- PHR or SPHR certification from the Society for 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.
- Functional lead or implementation experience with Oracle/PeopleSoft, Banner, Datatel or similar Enterprise Resource Planning (ERP) system.
- Knowledge of:
 - o Laws, regulations, rules, and policies related to administrative functions

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- o Practices and trends in the particular field of assignment
- o Research and analytical methods
- o Governmental organization

- Ability to:
 - o Evaluate effectiveness of functions and operations
 - o Develop and evaluate alternatives for possible courses of action
 - o Prepare detailed reports and recommendations
 - o Establish and maintain cooperative relationships with others
 - o Communicate effectively, both orally and in writing
 - o Analyze and resolve moderately complex problems and use independent judgement.
 - o Learn, interpret and integrate collective bargaining agreements into current HR functions and business processes.
 - o Perform multiple complex duties simultaneously with constant changing priorities and deadlines.
 - o Demonstrate a strong customer service orientation.

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

- Personal computer
- Facsimile machine
- Copier
- Printer
- Other standard office equipment

Revised: October 16, 2017