CLASS SPECIFICATION
Human Resources Analyst

FLSA Status:  Exempt
EEOC Job Category:  Officials and Administrators
Union Representation:  Unrepresented-Confidential

GENERAL PURPOSE
Under the direction of a Human Resources Administrator, performs a full range of professional human resources duties in the areas of research, development, analysis and administration of collective bargaining agreements and employer/employee relations, administration of the Affordable Care Act, coordination of employee leaves, disciplinary actions, workplace investigations and other employee relations matters; and performs related duties as assigned.

ESSENTIAL 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 class.

1. Participates in the development of District proposals and strategies for both academic and classified confidential collective bargaining; research, analyze and develop issues and proposals as part of the collective bargaining process; establish costs of bargaining proposals; attend negotiation sessions; participates in strategy sessions; assists with labor relations, negotiations, contract interpretation and contract resolution, including analyzing data and presenting related recommendations to negotiations teams.

2. Implement, administer and monitor the District’s Affordable Care Act (ACA) with all employee assignments. Utilizing PeopleSoft, Excel and other District databases, or systems queries, monitor, track and develop weekly reports on employee’s assignments; work with Deans, Directors, management team members, Human Resources Specialists and Academic Administrative Assistants to assure employees’ assignments are within the established District guidelines. Coordinate the reporting of data to federal agencies requesting or requiring statistical data regarding ACA.

3. Assist with conducting investigations of and responding to complaints regarding unlawful discrimination, harassment or grievances in accordance with applicable laws, regulations, and District policies and procedures. Assists in implementing and coordinating required employment trainings.

4. Coordinate and manage leaves of absence for all employee groups, to include but not limited to: FMLA, Extended Sick Leave, Statutory Leave, light duty, Workman’s Compensation, pregnancy and maternity leave. Assures timely notification of employee’s rights under these leaves of absence and monitors the duration and extension of leaves if applicable.

5. Manages complex special projects, as assigned; conducts research, compiles and analyzes statistical and other data to prepare various reports.
6. Apply and interpret District policies, procedures, rules and regulations; handle sensitive materials and confidential issues regarding bargaining, employee relations and personnel administration and information.

7. Analyze, apply and interpret local, state, federal laws/regulations relating to labor, employment or other human resources related topics.

**OTHER DUTIES**

1. Serves on other District committees as assigned.

2. Conducts a variety of special projects as assigned by a Human Resources administrator.

**QUALIFICATIONS**

**Knowledge of:**

1. Principles of public sector employer-employee relations and collective bargaining in California.

2. Local, State, and Federal regulations, including terminology and processes applicable to human resources, employment, and labor relations.

3. Principles and practices of public and/or educational human resources administration, policies, and procedures.

4. Requirements of Affordable Care Act.

5. Advanced use of word processing, spreadsheet, database, and presentation software; integrated data management systems; and other standard software utilized to create complex documents, reports, surveys, presentation, and materials and maintain complex data.

6. Basic research procedures and principles including problem solving and research techniques.

7. Correct English usage, spelling, grammar, and vocabulary.

8. Oral and written communication skills.

**Ability to:**

1. Perform a variety of professional, technical, confidential, and analytical human resources functions with independent judgment and discretion and minimal guidance and supervision.

2. Understand and interpret laws, rules and regulations relating to labor and employee relations.

3. Research, analyze, and prepare clear, concise, and complex reports, recommendations, and presentations.

4. Conduct investigations according to best business practice in a timely and efficient manner.

5. Treat interviewees, including complainants, witnesses and subjects of investigations with respect.

6. Operate office equipment including computers and supporting word processing, spreadsheet, database, surveys, presentation, and integrated data management system software.
7. Set up and maintain database tracking systems.

8. Establish and maintain effective working relationships with District administrators, management, faculty, staff, state and federal agencies, representatives of other public agencies and others encountered in the course of work.

9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials as required.

10. Effectively communicate with all segments of diverse populations.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in business administration, public administration, personnel administration, industrial relations or a related field, and three years of direct professional, analytical, and complex technical experience in one or more Human Resources functional areas; or an equivalent combination of training and experience. Professional-level experience in labor negotiations/collective bargaining contract administration is highly desirable. Experience with negotiations and complex employee tracking is preferred.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work under deadlines on multiple concurrent tasks; and interact with District administrators, management, faculty, staff, state and federal agencies and funding sources, representatives of other public agencies and others encountered in the course of work.
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.

The employee works under typical office conditions, and the noise level is usually quiet.