

**YUBA COMMUNITY COLLEGE DISTRICT
SENIOR HUMAN RESOURCES ANALYST**

DEFINITION

Under general direction, performs the most advanced complex and varied analytical, professional, and confidential work required to administer human resources programs, including recruitment and selection, job analysis and classification, compensation, training and development, employee and labor relations, equal employment opportunity, and other special human resources programs; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; provides technical direction and functions as a lead over less experienced staff; and performs related duties as assigned.

Employees in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Human Resources Analyst series responsible for performing the most complex work assigned to the series. Incumbents at this level serve as a subject matter expert (SME) in multiple human resource program areas, and exercise considerable latitude and independent judgment in decision-making to ensure the strategic, effective, and efficient planning and delivery of assigned human resources services. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

The Senior Human Resources Analyst classification is generally distinguished from the Human Resources Analyst classification in that the former is assigned the most complex assignments, has a broader breadth of responsibility, leads district-wide trainings, independently conducts investigations, and may be formally assigned to provide lead duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, directs oversees, leads, and assumes responsibility for the most complex and technical analytical functions within the District's Human Resources Department; areas of responsibility include, but are not limited to, recruitment and selection, job analysis and classification, compensation, employee

training and development, benefits, workers' compensation, leave administration, background investigations, and employee relations; participates in labor relations activities.

- Develops and standardizes procedures and methods to improve, and continuously monitors, the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; identifies opportunities for improvement.
- Assumes responsibility for the development, implementation, and administration of classification and compensation strategies and plans; performs job analysis and classification studies of new and existing positions; develops new classification concepts and specifications based on classification study and analysis procedures; alters existing classification specifications; conducts compensation studies for new and existing classifications, determines appropriate external comparators; collects and analyzes data; recommends salaries based on external market and internal equity.
- Performs recruitment and selection duties for full time faculty, management, educational administrators, confidential and classified employees; coordinates with departments on upcoming vacancies; develops timelines for the recruitment process; screens applications and verifies eligibility for the position;; serves as an advisor to the screening committee, approving interview questions and screening criteria; may observe interviews and provide feedback on candidates; keeps hiring manager updated on status of recruitment; oversees and conducts background investigations; ensures equal employment opportunity for all candidates; tracks fingerprinting activity; in conjunction with hiring manager, makes jobs offers; schedules onboarding for new employees, and ensures documents and records are maintained.
- Acts as liaison to actuarial and health benefits consultants, Third-Party Administrators (TPA's), and/or other highly specialized service providers; coordinates the day-to-day administration of the District's employee and retiree benefit programs, including medical, dental, vision, group insurance, and voluntary plans; assists employees and retirees with benefit-related matters; determines benefits eligibility and effective dates; plans and implements open enrollment activities and events; ensures notifications/documentation for the District's COBRA process are accurate and timely.
- Provides expertise and support in employee/labor relations activities; advises and counsels department directors, managers, supervisors, and employees in the interpretation of human resources policies, procedures, collective bargaining agreements; reviews performance evaluations for consistency and makes recommendations; works closely with management on employment matters such as discipline, conflict resolution, interviews, Americans with Disabilities Act (ADA) accommodation, interactive processes, investigations, and related employee and labor relations matters.
- Facilitates and participates in the grievance process; attends grievance hearings; drafts grievance responses, may represent management at arbitration hearings; may serve as a witness.
- Serves as an active member of the District's bargaining team in labor contract negotiations; prepares labor relations documents and contract/proposal language; represents the District in meetings with bargaining units.
- Coordinates the District's ADA program and provides guidance to other staff; oversees the interactive process for employees with long term and permanent restrictions; implements process for short term temporary/modified accommodations; works with supervisors and employees to explore, select, and implement reasonable accommodations or find alternative solutions; ensures that all program actions are performed in accordance with mandated requirements.
- Coordinates workers compensation transactions/claims with the TPA and internal staff; reports claims;

processes and communicates work status with employee and supervisor; ensures all documentation is completed and accurate.

- Conducts or participates in special projects, investigations, task forces and committees; gathers and analyzes employment related data; conducts research into organizational and operational issues; develops, evaluates, and recommends personnel policies and procedures; prepares reports and analyses.
- Processes a variety of confidential information including performance evaluations, salary analyses, reclassifications, and related human resources documentation; oversees the development and maintenance of position control and salary data.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, preparing agendas and taking minutes, responding to Public Records Act requests and union requests for information; and serving on various task forces and committees.
- Prepares and leads trainings, including district-wide trainings.
- Provides functional guidance and training to less experienced staff, serves as a lead where assigned.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods, practices, terminology, and procedures used in a comprehensive human resources department including, but not limited to recruitment and selection, classification, compensation, Title IX, benefits, workers compensation, leave management, ADA and labor and employee relations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility including the State Education Code.
- Methods and techniques of conducting research.
- Methods and techniques of sourcing candidates for a diverse range of jobs.
- Principles and practices of technical and business correspondence and report development.
- Methods and techniques of conducting investigations.
- Methods and techniques of evaluating reasonable accommodation and conducting interactive ADA processes.
- Mathematical concepts.

- District personnel policies and procedures.
- Collective bargaining principles and practices.
- Reporting and compliance requirements for assigned program areas.
- Record-keeping principles and practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Agency and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and Agency staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Human Resources Department.
- Works in a highly collaborative manner within the Human Resources department, prioritizing the work and deadlines of the department, as needed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within legal, general policy and procedural guidelines.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

Experience:

- Two (2) years of increasingly responsible experience performing duties equivalent to the District's class of Human Resources Analyst.

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District human resources related policies and procedures.