



Class Code:

Senior Human Resources Analyst

DEFINITION

Under direction, from the Human Resources and Risk Manager, plans, leads, and oversees human resources activities associated with benefits administration, recruitment and selection, employee relations, classification and pay, and other human resources activities; oversees and maintains employee files and related databases; oversees, implements, monitors, and coordinates personnel transactions; counsels and advises employees and the public on human resources matters and represents the District to various groups; interprets, applies, and assists in the development and implementation of human resources policies and procedures; leads, trains, directs, assists, and reviews the work of assigned staff; coordinates various human resources activities with other District staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Senior Human Resources Analyst is the advanced journey-level classification in the Human Resources Analyst series. This classification is distinguished from the Human Resources Analyst II classification by performing the most difficult and complex and consequential analysis, acting as the staff specialist and subject matter expert on various human resources activities and program areas, managing complex projects, performing complex, independent analysis and program management, functioning with limited oversight and direction, and providing technical supervision and lead direction to lower level staff within the assigned division.

This classification is distinguished from the Human Resources and Risk Manager which is a management position responsible for the planning, direction, and management of all operations related to human resources and risk management.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, leads, and oversees a variety of human resources activities associated with benefits administration, recruitment and selection, employee relations, performance management and employee discipline, training and organizational development, classification and pay, and other human resources activities.
- Provides technical and functional direction to staff; reviews and controls quality of work; assists in completing employee performance evaluations.
- Acts as the subject matter expert in a variety of human resources-related field areas; performs independent and complex analysis to support ongoing human resources programs, program development, and evaluate for program performance; performs the most difficult and complex human resources activities and independently manages various human resources programs and initiatives.
- Oversees and participates in administering a comprehensive employee benefits program; analyzes program usage and performance and forms recommendations for benefit program improvement; communicates with employees and coordinates with insurance carriers, providers, and/or third party administrators; prepares and presents

communications on the benefit program to employees and others; reviews and completes benefit enrollment transactions.

- Reviews and oversees the most difficult and sensitive recruitments, including exam planning and development, consideration of organizational impact and position control impacts, and overseeing the recruitment and exam process.
- Oversees, administers, and updates employee files; coordinates quality assurance procedures and manages troubleshooting related to payroll and information systems. Manages and recommends improvement to employee files systems and is responsible for oversight of all employee information and master files, including security and confidentiality, information management best practices, and other impacts.
- Oversees and participates in conducting surveys of compensation, benefits, and personnel policies and practices; prepares appropriate analyses and oral and written reports.
- Oversees the labor relations program by assisting in meetings with employee organizations; performs labor relations research and analysis; assists in negotiation strategy and language development; and oversees various labor relations committee and initiatives, such as meet and confers, joint labor management committee, etc.
- Oversees and participates in conducting job analyses of various positions to establish job-related qualifications through interviews, observations, and analysis of duties and responsibilities; organizes and documents findings; independently completes classification development and compensation recommendations.
- Oversees and manages the improvement of employment practices with regards to equal opportunity, job relatedness, organization input and community representation and impacts.
- Independently writes, updates, and reviews administrative procedures, prepares correspondence, and implements procedures and programs.
- Manages the employee development program, including developing training programs, writing curriculum, delivering training, and assessing District training needs.
- Oversees the employee performance evaluation program and systems and evaluates for ongoing improvement and organizational impacts.
- Counsels and advises employees and the public on matters related to employment, promotion, retirement, benefits, and related issues; provides information to employees, outside agencies, and others related to assigned work; represents the District in contacts with a variety of organizations.
- Interprets, applies, and assists in the development and implementation of District human resource policies and procedures, provisions of the Memorandum of Understanding, benefit modifications, and/or salary schedule revisions.
- Researches and provides advice on organizational structure to improve efficiency and effectiveness of District operations.

- Evaluates activities and operations of assigned responsibilities, recommending improvements and modifications; prepares reports on activities and operations.
- Oversees, plans, participates in, and evaluates special projects requiring inter-departmental coordination.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in business administration, public administration, or a related field; and four (4) years of full-time, professional human resources experience, which includes two (2) years of experience equivalent to that of a Human Resources Analyst II within the District.

Knowledge, Skills, and Abilities:

Knowledge of: principles of lead supervision and training; advanced principles and practices of human resource administration; pertinent federal, state, and local laws and regulations; advanced methods of statistical research and presentation; advanced principles and practices of recruitment/selection, employee relations, classification/pay, benefits administration, and training; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: manage complex projects; plan, organize, and supervise activities and staff; provide effective leadership; set priorities, negotiate changes, and meet deadlines; coordinate multiple projects simultaneously; develop and interpret policies and procedures; apply the principles of personnel administration; work independently and exercise sound judgment within established guidelines; use tact and discretion while dealing firmly and courteously with employees and the public; analyze, interpret, and effectively apply pertinent policies, procedures, regulations, and contract provisions; maintain strict confidentiality; effectively handle multiple assignments and maintain attention to detail while working under varying deadlines; read, analyze, evaluate, and summarize written materials and statistical data; prepare clear, accurate, and concise reports, correspondence, recruitment, and other human resource materials; conduct complex studies and analyses for assigned functional areas; perform statistical analyses; obtain information through interview; perform the essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- May require a valid driver's license and a satisfactory driving record.

Working Conditions/Physical Requirements:

Senior Human Resources Analyst

The essential functions of this classification are performed primarily in a controlled-temperature office and require the ability to: work evening or weekend hours as needed; sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; walk, bend, stoop and reach to access files, materials and to transport test materials; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and to frequently lift and carry boxes of files and records weighing up to 20 pounds and occasionally up to 55 pounds.

Approved: _____
Human Resources/Risk Manager