



July 2019
FLSA: Exempt

HUMAN RESOURCES ANALYST (CONFIDENTIAL)

DEFINITION

The Human Resources Analyst performs a variety of professional and administrative duties in support of various human resources programs, such as recruitment and selection; classification and compensation; onboarding; employee benefits administration; processing performance evaluations; coordinating training and development workshops; general human resources administration; establishes and maintains personnel files and records; and performs other related assignments as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Director of Human Resources. This position does not supervise, but may provide direction to administrative support staff on human resources related assignments.

CLASS CHARACTERISTICS

Incumbents in this class are expected to work independently and exercise independent judgment and initiative. The work requires the interpretation and application of policies, procedures, regulations and Memoranda of Understanding and involves frequent contact with staff and the public, as well as performing various research functions. Provides administrative and analytical support to the Director of Human Resources and District management related to human resources. Assists with employee and labor relations as needed. The position requires discretion to work with confidential and sensitive issues on a regular basis. This class is distinguished from the Director of Human Resources in that the latter has overall management responsibility for the Human Resources Department and human resources programs.

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.

- Assists in the administration of daily operations of Human Resources Department.
- Interprets and applies local, state and federal rules and regulations, Memoranda of Understanding, District rules, policies and procedures, benefit regulations in the handling of various human resources situations. Assists with various labor relations activities, as assigned.
- Assists in the development, updating and implementation of District policies and procedures; MOU provisions, benefit modifications and salary schedule revisions.
- Organizes and maintains Human Resources Department filing system; maintains confidential personnel files and employee records, benefit enrollments, short-term disability claims, grievance records, investigation documentation, and other similar records and documentation.
- Conducts studies and projects related to human resources functional areas; prepares statistical analyses and written reports of research findings and recommendations. Prepares memorandums, letters, reports and other communication material.
- Counsels and advises employees and the public on matters related to employment, District policies and procedures, and other related issues.
- Coordinates recruitment activities, including working with hiring managers to design recruitment and selection plans to obtain qualified candidates for vacancies. Develops, prepares and administers various tests, including oral, written, performance assessments, and other selection tools. Develops interview

- rating criteria and interview questions; chairs interview panels; and establishes employment eligibility lists. Prepares and monitors distribution of job announcements and other recruitment materials.
- Reviews, screens and tracks employment applications and related documents; updates and maintains applicant database; schedules interviews and performance examinations; proctors written examinations and other selection activities.
 - Administers new hire orientations; coordinates safety orientations with Safety Risk Department.
 - Coordinates a comprehensive employee benefits program, including health, dental, life, short-term disability programs, deferred compensation and retirement plans, and COBRA administration.
 - Communicates and works with employees, retirees, insurance carriers, providers and/or third party administrators to resolve coverage and claims issues; provides guidance on policy interpretation and plan documents. Responds to employee and retiree inquiries about health and retirement benefits.
 - Assists in researching and analyzing benefit plan design changes, contract provisions and premium rate negotiations. Conducts benefit surveys, prepares analytical reports, and makes recommendations for benefits costs containment.
 - Administers comprehensive leave management program ensuring legal compliance; reviews FMLA leave requests and prepares leave approval letters and required disclosures notices; interprets District policies and procedures, and local, state and federal laws with regard to benefits, paid and unpaid time off options for employees; educates employees and managers on policy and legal compliance regarding leave of absences.
 - Coordinates different leave programs with MOU provisions, District disability plans, policies and procedures and legal guidelines.
 - Utilizes the District's integrated finance and HRIS system to input and process personnel action transactions; coordinates and communicates with Finance Department to ensure timely processing and resolution of payroll issues.
 - Conducts classification studies to establish job-related qualifications and standards by gathering information through interviews, observation, analyses of duties and responsibilities to determine the proper classification of positions; document findings and results of analyses; prepare new or revised class descriptions.
 - Conducts compensation and benefit surveys by gathering information from other agencies; compiles and analyzes data, and prepares appropriate analyses, oral and written reports.
 - May act on behalf of the Human Resources Director as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources programs such as recruitment and selection, onboarding, employee benefits administration, performance management, training and development, and general human resources administration.
- Applicable federal, state, and local laws and District policies and procedures relevant to human resources.
- Principles and practices of research, data collection, and report preparation.
- Record keeping principles and procedures.
- Business mathematics and basic statistical techniques.
- Standard office practices and procedures.
- Correct English usage, including grammar, punctuation, and spelling.
- Business letter writing and standard format for typed materials.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Interpret, apply, and explain federal, state, and local laws and regulations, and policies, procedures, and practices of human resources administration.
- Administer effective recruitment, testing, and selection practices.
- Independently review and process benefits, retirement, and related personnel forms.

- Research, summarize, and present human resources information and data in an effective manner.
- Understand and carry out oral and written directions.
- Project a courteous, patient and helpful attitude in dealing with people in person and over the telephone.
- Maintain attention to detail despite interruptions.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees and other matters affecting employee relations.
- Communicate effectively, orally and in writing.
- Operate a variety of standard office equipment; operate a computer and computer-related word processing and spreadsheet programs.
- Establish and maintain effective working relations with those contacted with the course of work.
- Accept constructive criticism from supervisors, coworkers and subordinate employees.

Education and Experience:

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

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Business or Public Administration, Social or Behavioral Science, Human Resources Management, Organizational Development, or a closely related field.

Minimum three (3) years of full-time human resources generalist experience in recruitment/selection, classification/compensation and benefit administration. One (1) year public agency human resources experience preferred.

Licenses and Certifications:

Desirable certifications: SHRM-PHR or SPHR; HRCI-PHR or SPHR; IPMA-HR CP or SCP; or a college HR certification program.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[Link to Human Resources Analyst Physical Demands](#)

WORKING CONDITIONS

Work in normal office environment with controlled lighting and ventilation and moderate noise levels. May be required to work outside of normal business hours to proctor recruitment examinations or facilitate employee training sessions.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.