

HUMAN RESOURCES ANALYST

DEFINITION

Performs a wide variety of professional, technical personnel work related to position classification; compensation; recruiting and examinations; assists in preparing reports to outside agencies and performs staff work in employee relations.

SUPERVISION

General supervision is received from the Human Resources Manager.

May provide indirect supervision to incumbents in lower level Human Resources and clerical classes.

EXAMPLES OF DUTIES

Administers reclassification process, reviewing requests and questionnaires in a timely fashion.

Administers the reallocation process, providing results of salary surveys to the Human Resources Manager.

Performs job analysis utilizing questionnaires, interviews and desk audits.

Develops and revises class descriptions and prepares recommendations for the classification and reclassification of positions and classes for review by the Human Resources Manager.

Evaluates the comparability of responsibilities and duties performed as well as the experience, knowledge and abilities required of our positions to those at other Community Colleges.

Conducts a variety of surveys of matters such as wages, salaries, fringe benefits, differentials, class titles, qualifications required, and personnel policies and procedures.

Prepares survey results and makes recommendations for review by the Human Resources Manager.

When positions are open, the Analyst verifies with hiring manager any changes the job description requires and confirms desirable qualifications.

Works in coordination with the Human Resources Generalists to administer the testing process. Provides Generalists with a key for all tests given.

Develops and prepares all employment examinations, specifying type and sequence of tests, items to be used, and tasks to be rated for both classified and academic positions for review by Human Resources Manager.

Surveys, analyzes and organizes examination materials. Orders test materials from test bank provider when necessary.

Interprets tests, performs item analysis and revises test devices accordingly.

Coordinates computerized testing.

EXAMPLES OF DUTIES (continued)

Prepares briefing and debriefing materials for technical interview panels.

Confers with hiring manager regarding legality of questions to be asked during interviews.

Plans and supervises the administration and rating of performance examinations and tests of physical ability.

Prepares special projects at the direction of the Human Resources Manager, Human Resources Data Manager or Associate Vice President.

Assists the Human Resources Manager in conducting department reorganizations.

Recommends new rules, rule amendments and interprets rules and policies on such matters as appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses, and performance evaluations.

Confers with administrators, employees, employee organization representatives, and community representatives, relative to classification, compensation, rules, and personnel transactions.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public and private personnel administration.

Duties performed in a variety of occupational fields.

Techniques and tools used in the development and administration of position classification and compensation plans.

Methods of statistical analysis and prediction.

Laws, rules and regulations pertaining to Human Resources. Principles and techniques of recruitment and selection of personnel.

Job analysis methods and techniques; validation strategies.

Knowledge of specified guidelines for selection compliance.

Basic principles and terminology of employment, EEO classification and salary administration.

Research techniques and sources of information regarding staff data file information, affirmative action plan, and staff diversity.

PC and other data communication devices; disk operating system and HR software (database, spreadsheet, word processing).

QUALIFICATIONS (continued)

Ability to:

Interpret legal terminology and statutes in The California Education Code and Union Contracts.

Identify allocation standards and apply classification principles and techniques in a variety of occupational fields.

Allocate or reallocate positions to classes with consistency and accuracy.

Perform complex assignments independently; formulate and express ideas clearly in written and oral presentation.

Perform simultaneously numerous assignments with close attention to detail.

Adhere to schedules and deadlines.

Develop test materials and utilize examination techniques.

Write clear, concise reports and other materials.

Apply concepts and make valid analyses and comparisons.

Communicate effectively with all levels of personnel at the college.

Maintain confidentiality regarding work performed.

EMPLOYMENT STANDARDS

Minimum Requirements:

Bachelor's degree in business, public or personnel administration, human resources, psychology, industrial relations or a closely related field from an accredited college or university.

Three years of professional personnel experience.

Desirable Qualifications:

Technical level experience at an educational institution or in a public personnel administration office, performing job analysis for position classification or test construction. Courses in psychology, public personnel administration, test construction and statistics and research methodologies from an accredited college or university are desirable.

Special Requirements:

A valid California Driver License.

Note: This position has been designated as "Management", exempt from bargaining groups.