



Senior Human Resources Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
321	Exempt	2 – Professionals	AFSCME –Non Represented	6	Rev. 11/15/03	1009	1 of 2

DEFINITION: Under general supervision, applies journey-level professional human resources skills and analysis to assignments in one or more department units engaged in staffing, employee relations, Human Resources Information Systems, Affirmative Action/Equal Employment Opportunity, and/or benefits.

REPORTS TO: A Human Resources Manager, or designee.

DISTINGUISHING CHARACTERISTICS: Incumbents in this classification have acquired the necessary experience and communication skills to perform assigned duties and functions at the journey level. These duties require research and surveys; data analysis and interpretation; and development and validation in one or more of the functional units referred to above.

ESSENTIAL FUNCTIONS: Under supervision, and depending on unit assignment, duties/functions may include, but are not limited to, the following:

Staffing:

- Screens applicants for minimum qualifications based on applications, supplemental questionnaires, and other required documentation.
- Organizes recruitment efforts, including resumé searches, strategic planning and placement of advertising and promotional announcements, development of examination plans, and writing of job announcements and application materials.
- Develops employment selection tests, writes test items, uses test item banks, performs item analysis and other statistical analyses for validation studies, and modifies tests based on analysis.
- Administers employment selection tests, trains evaluators and interview panels, reviews scoring, and explains tests and examination results and procedures to applicants.

Employee Relations:

- Confers with employees and their supervisors, examines employee files including work histories and other confidential records, and makes determinations regarding eligibility for Family Medical Leave and reasonable accommodation requests.
- Investigates claims of industrial injury and serious health conditions, and makes determinations based on findings.

Benefits Administration:

- Provides administrative support to benefit related functions including Cobra, direct pay billing, and verification of enrollment.
- Explains benefit programs and provides written materials, consults with employees, verifies benefit enrollment, and provides administrative support to Worker’s Compensation and Modified Work programs.

Affirmative Action/Equal Employment Opportunity:

- Develops and recommends affirmative action timetables and goals, analyzes data, and monitors and evaluates progress
- Collects data, and studies of District recruitment, selection, and employment practices and procedures to insure compliance with equal opportunity requirements, as requested.
- Investigates, analyzes, and reviews complaints of alleged discriminatory employment practices, and makes

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Revised
2-4-03

APPROVED BY RICK FERNANDEZ, GENERAL MANAGER

Date



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- determinations regarding resolution.

H.R. Information Systems:

- Writes queries and develops reports for use by HRIS and other Department units as needed.
- Monitors and audits accuracy and integrity of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
- Implements compensation changes into HRIS systems, and ensures compliance of compensation programs negotiated with the Unions.

Applicable to all above Disciplines:

- Establishes and maintains confidential files and records, and performs administrative tasks such as data entry, and the writing and distribution of correspondence and other documents.
- Assigns work and provides training and evaluation to subordinate staff.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of Human Resources, including some or all of the following: employment, recruitment, testing, classification, employee relations, labor relations, and/or affirmative action/equal employment opportunity; modern office practices including principles and practices of record keeping and confidentiality; computer software for word processing, spreadsheets, statistics, and presentation; English usage and business letter writing; report and presentation writing; and statistical analysis and business mathematics.

Ability To: Compile, review, analyze, and interpret application materials, employee records, testing and other selection methods and models, and related documentation; communicate effectively both orally and in writing in a business environment; independently compose reports, correspondence, and other documents; maintain confidentiality; work with a variety of diverse groups in a tactful and effective manner; effectively handle multiple assignments; and establish and maintain effective working relationships with District staff, job applicants, and members of the general public using principles of good customer service.

Education: Equivalent to a Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Organizational Development, Public Administration, or a related field, from an accredited college or university.

Experience: Equivalent to at least four (4) years of increasingly responsible Analyst level experience in a Human Resources Department. Experience in a supervisory or lead capacity is desired. Post-graduate study in one of the above disciplines from an accredited college or university may be substituted for up to two (2) years of this experience.

Special Requirements: None.

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