

Job Summary:

The job of Human Resources Analyst is done for the purpose/s of serving as a technical expert and trainer for human resources technicians and specialists in the collection, maintenance, and processing of human resource records and transactions; provide guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, and office policies and procedures; and to research complex human resources issues for the purpose of recommending system improvements and compliance with human resource laws and Education Code requirements.

Essential Functions:

- Serves as a technical expert and trainer for human resources technicians and specialists in the collection, maintenance, and processing of human resource records and transactions.
- Provides guidance and direction in the areas of recruitment and employment, compensation, leaves of absence, worker compensation, disabilities accommodation, and office policies and procedures.
- Researches complex human resources issues for the purpose of recommending system improvements and compliance with human resource laws and Education Code requirements and accepted personnel practices.
- Provides direction and lead supervision of assigned staff including assigning and monitoring work.
- Maintains position control functions within the human resources information/business systems.
- Assists with employee relations functions and provide direction an assistance as critical incidences arise.
- Assists in designing and implementing procedures to maintain the accuracy and integrity of human resources data.
- Recommends to the Human Resources Director proposed policies, rules and procedures reflecting changes in personnel needs, education code, laws and /or accepted personnel practices.
- Assists with the development and implementation of department goals.
- Assists in the planning, development and implementation of automated systems to efficiently maintain, access and recall a variety of personnel and payroll related data.
- Assists with the planning and implementation of training for management, supervisors and employees in areas such as recruitment, selection and on-boarding, leaves of absence and attendance, credentials; and staffing.
- Designs and maintains systems to collect and maintain records such as salary schedules, classification descriptions and designations, seniority, tenure, and benefit profiles.
- Updates and retrieves data for the purpose of reporting to federal and state agencies such as California Department of Education, CalSTRs, CalPERS.
- Maintains confidentiality of human resource records and other pertinent personal information.
- Interviews candidates for professional and support staff positions and recommends candidates for employment.
- Provides counseling and guidance to employees and staff regarding TCOE policies, collective bargaining agreements and benefit programs.
- Serves as a project leader in workflow design, development and implementation.
- Attends & participates in professional meetings or conferences to maintain current knowledge of regulations, requirements and best practices governing human resources functions and, to develop and implement policies and procedures to ensure compliance with current regulations, requirements and practices.
- Conducts training sessions; prepares for and delivers oral presentations; and, attends meetings with various departments and agencies and recruitment fairs when requested or needed.
- Assists with the development of operating policies, procedures and standards. Ensures adherence by monitoring system performance, documenting and evaluating user feedback, in addition to maintaining and updating procedural and system manuals.
- Develops and implements various automated recordkeeping systems to survey, collect, track, monitor and report on human resources information system, payroll/personnel, compensation, and benefit information, data, and statistics.
- May assist the Human Resources Director with grievances, complaints and investigations and related employee relations issues.
- May serve as a member of the bargaining team, meet and confer sessions.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Define problems, research and collect information, establish facts and develop appropriate conclusions.
- Develop and implement various automated record keeping systems to survey, collect, track, monitor, audit and report on human resources information system, payroll/personnel, classification and compensation, and benefits information, data, and statistics.
- Apply basic statistical and mathematical concepts.
- Accurately code, post, check or verify detailed information and data.
- Develop new forms, letters and procedures.
- Organize work, set priorities and meet established deadlines in a dynamic work setting.
- Maintain confidentiality of information.

- Follow complex verbal and written instructions.

Knowledge of:

- Automated payroll, human resources capital management, personnel data input, classification and compensation, and benefits systems sufficient to independently retrieve and manipulate data and records into a variety of spreadsheets, databases and reporting formats.
- Math sufficient to compute, calculate and reconcile premium amounts and calculate changes in compensation and benefit amounts.
- Basic principles of group benefits programs including health, dental, vision, life and disability programs.
- Specific applicable Federal, State and local laws, education codes, regulations and practices related to human resource information and benefit administration such as HIPAA, FMLA, CFRA, Section 125 Cafeteria Plans, Open Enrollment Process and COBRA, I-9 requirements.
- Software packages such as word processing, database, spreadsheet, graphics and communications.
- Data gathering, compilation and report writing.
- General clerical office methods and procedures.
- Correct English usage, spelling and punctuation.
- Use of various records and filing systems.

Ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all application electronic equipment.
- Work accurately and independently in processing personnel transactions and resolving related problems.
- Read, comprehend and interpret policies and procedures regarding automated employee records, files and transactions.
- Gather and analyze a variety of data and prepare accurate reports and electronic records.
- Establish and maintain effective working relationships with county departmental staff, personnel staff, employees and the public.
- Operate a computer and utilize human resources software and systems to enter data, compile information and generate reports and forms.
- Write clear and concise technical instructions, memos and correspondence.
- Conduct training before small and large groups.
- Communicate effectively both orally and in writing to instruct others in procedures for human resources/payroll/benefits actions.

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Education and Experience Required:

- Bachelor's Degree in Organizational Leadership, Business or Public Administration plus 5 years experience in Human Resources; OR Associates Degree plus 5 years experience in Human Resources; OR High School Diploma plus 8 years experience in Human Resources with increasing responsibilities.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.