

# **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

## **CLASS TITLE: HUMAN RESOURCES ANALYST**

### **BASIC FUNCTION:**

Under the direction of the Vice President of Human Resources, perform complex and technical duties related to the recruitment, selection, employment, compensation, and record maintenance of District academic and classified personnel; interpret and assure compliance with County, State and federal regulations and guidelines concerning human resources administration; provide administrative support services to the Vice President of Human Resources; perform complex analytical research related to seniority, salary placement, classification specifications, position descriptions, job analysis, job codes and various special projects as assigned; perform complex technical duties preparing and processing a variety of confidential information including but not limited to evaluations, salary analysis, upward mobility, and reclassifications, along with other legal and compliance issues; provide information and documentation for the collective bargaining process; train, provide work direction and input for performance evaluation of office personnel as assigned.

### **REPRESENTATIVE DUTIES:**

Perform a variety of complex technical duties related to the recruitment, selection, employment, compensation, and record maintenance of District academic and classified personnel; interpret and assure compliance with county, state and federal regulations and guidelines concerning human resources administration. **E**

Perform complex analytical research related to seniority, salary placement, classification specifications, position descriptions, job codes and various special projects as assigned. Establish and maintain job codes, job classifications, position descriptions and tables on applicable computerized system for classified personnel. **E**

Perform complex technical duties preparing and processing a variety of confidential information including but not limited to evaluations, salary analysis, upward mobility, and reclassifications, along with other legal and compliance issues. **E**

Provide complex, responsible and technical administrative support services and assist with various programs and activities of the Human Resources department; assist in the investigation of Title V discrimination issues, including research and maintenance of investigative logs; prepare and submit complaint summaries, reports, correspondence to the Chancellor's office as required by federal, state and district mandates. **E**

## **Human Resources Analyst - Continued**

Provide information and documents for the collective bargaining process; conduct research and prepare documents for grievances and the fact-finding and arbitration process. **E**

Coordinate and schedule the recruitment/selection proves for academic and classified employment, including development of timelines, advertising schedules, application deadlines and applicant testing, paper screening and interview process; create position announcements and advertisements for regular classified and academic position vacancies; administer validated tests to qualified applicants assuring compliance with current regulations and procedures; prepare and maintain applicant files related to academic and classified recruiting; process related forms to assure compliance with federal, state and District policies and equal employment opportunity guidelines. **E**

Serve as equal employment opportunity representative on selection committees; assure compliance with equal employment opportunity rules and regulations. **E**

Function as the system administrator for computerized applicant tracking system Including analyzation, enhancement, creation, revision and maintenance of all codes, reports, communication and documentation provided for the recruitment/selection process and various government reports; provide materials for annual staff data reports on employee demographics to comply with government requirements. **E**

Conduct confidential reference checks with individuals, companies, organizations and public agencies, using tact, discretion and analytical ability, to assist in determining potential applicants' suitability for employment, **E**

Coordinate the hiring processes of adjunct faculty and short term temporary employees; assure compliance with minimum qualification standards or equivalency process requirements established by the District, state or federal law; prepare contracts; assure completion and timely processing of paperwork in accordance with established procedures and regulations; fingerprint new employees and process cards according to established procedures. **E**

Research and analyze documentation to prepare annual contracts and assignment documentation for academic and classified staff and to compute change in salary placement. **E**

Process and provide benefits and worker's compensation information to new and current employees; assure forms and notices are completed thoroughly and properly according to worker's compensation requirements and time lines; process status changes; process changes in benefits for employees and provide information to employees and benefits carriers to answer questions and resolve issues. **E**

## **Human Resources Analyst - Continued**

Communicate with District, county, state and public officials to exchange or gather information; compile, arrange and present information in written and oral form to assist with management decision making. **E**

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations and employee contracts; relay information, messages and directives from the Vice President of Human Resources. **E**

Prepare personnel-related Board actions in accordance with established formats and timelines; prepare, compile and organize appropriate background materials. **E**

Establish, prepare, maintain and organize a variety of complex technical reports, records, logs and files, often involving confidential materials including but not limited to equal employment opportunity records, employment verifications, employee personnel files, department reports, collective bargaining and other reports; maintain confidentiality of equal employment opportunity or controversial matters. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. **E**

Develop new record keeping methods and procedures as needed in accordance with legal and contract changes; conduct internal audits as required. **E**

Establish and maintain positive staff and public relations. **E**

Process requisitions for expenditures; assist in the budget preparation process. **E**

Operate a computer terminal, microcomputer, peripheral equipment and applicable software to process, maintain and generate a variety of data and reports related to the Human Resources office function; operate a typewriter, fax machine, scanning machine, calculator, word processing, spreadsheet and other software as required by the position. **E**

Schedule meetings, conferences and appointments; maintain appointment calendar, make travel arrangements as required for the Vice President of Human Resources. **E**

Assist in the preparation of materials for, and participate in, various training workshops. **E**

Train, provide work direction and input for performance evaluation of office personnel as assigned. **E**

Perform related duties as assigned.

## **Human Resources Analyst - Continued**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in human resources and benefits administration.

Recruitment and placement of academic or classified employees.

Applicable sections of State Education Code and other applicable laws.

State and federal laws, codes and regulations concerning human resources administration; including equal employment opportunity, workers' compensation, and COBRA.

State minimum qualifications for faculty, administration and other academic positions.

Research methods, report writing, and proof-reading techniques.

Organization and collection of data.

Job analysis methods and techniques.

Reclassification principles and procedures.

Duties performed in a variety of occupational fields.

Specified guidelines for selection compliance.

Technical aspects of processing new employees and maintenance of employee files.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of automated equipment and advanced operating procedures of word processing and spreadsheet application.

District personnel policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

#### **ABILITY TO:**

Perform a variety of complex technical duties related to the employment, recruitment, benefits and records for the District's academic or classified personnel.

Perform complex technical duties preparing and processing a variety of confidential information.

Perform complex analytical research.

Perform complex assignments independently.

Perform simultaneously numerous assignments with close attention to detail, schedules and deadlines.

Provide administrative support services to the Vice President of Human Resources to accomplish the objectives of the department.

Assure compliance with a variety of complex government regulations.

Learn new procedures, files, systems, and equipment including utilization of data processing systems.

Research and prepare position descriptions.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

## **Human Resources Analyst - Continued**

Develop and maintain confidential personnel records.  
Provide information and assistance to employees, supervisors and administrators.  
Analyze situations accurately and adopt an effective course of action.  
Update and maintain a variety of files and records.  
Type accurately at a rate of 60 wpm.  
Operate a variety of office equipment including a computer terminal, microcomputer and peripheral equipment.  
Utilize advanced word processing and spreadsheet applications.  
Distribute, screen and evaluate employment applications.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.  
Train, provide work direction and input for performance evaluation of office personnel as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in business administration, public administration or related field and four (4) years of increasingly responsible clerical experience, including at least two (2) years of related Human Resources experience.

### **WORKING CONDITIONS:**

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate a typewriter and computer keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing and speaking to communicate and provide information to others.

Incumbents may be exposed to abusive and hostile individuals.