

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR HUMAN RESOURCES ANALYST

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, coordinate and assist the Vice President with the planning of the operational activities of the Human Resources department. Coordinate, plan, manage, and perform complex and technical analytical functions related to the employee service programs and activities, including 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 analytical research, recommendations, and administrative support services to the Vice President of Human Resources; perform complex analytical research and studies related to seniority, salary placement, classification specifications, position descriptions, job analysis, job codes and various special projects as assigned; manage, coordinate, plan, and 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 analytical research, input, information, and documentation for the collective bargaining process; supervise, train, provide work direction, and input for performance evaluation of office personnel as assigned.

REPRESENTATIVE DUTIES:

Manage, coordinate, plan, and perform a variety of complex and technical analytical functions related to the employee services programs and activities including 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*

Manage, coordinate, plan, and perform complex analytical research and studies related to seniority, salary placement, classification specifications, position descriptions, job analysis, 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*

Manage, coordinate, plan, and perform complex technical duties preparing and/or directing the processing of 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 research and 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, and

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correspondence to the Chancellor's office as required by federal, state, and district mandates. *E*

Serve as a resource and provide information, documents, and analyze complex data for the collective bargaining process; conduct research and prepare documents for grievances, fact-finding, and arbitration process. *E*

Coordinate with the Human Resources Analyst I to schedule the recruitment/selection process for academic and classified employment, including development of time lines, 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*

In coordination with the Human Resources Analyst I, 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*

Manage and 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 *E*

Supervise, coordinate and plan the fingerprint program. *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*

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

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Provide information and answer questions from students, District personnel, and the general public regarding District programs, policies, procedures, 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 time lines; prepare, compile, and organize appropriate background materials. *E*

Manage and coordinate the establishment, preparation, maintenance, and organization of 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 information regarding Board, District, personnel, student, collective bargaining, 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 and implement new and comprehensive department operating procedures methods and systems, as needed to improve procedures and in accordance with legal and contract changes; conduct internal audits as required. Learn, apply, and recommend emerging technologies, as necessary. *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*

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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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.

Statistical concepts, methods, and data collection procedures

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

Fingerprinting techniques, regulations, policies, and procedures.

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

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:

Coordinate and assist with planning of operational activities of the Human Resources office.

Coordinate, plan, manage, and 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.

Manage, coordinate, plan, and perform complex analytical research.

Manage and coordinate district fingerprinting program.

Perform complex assignments independently.

Ability to research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.

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.

Develop and maintain confidential personnel records.

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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.

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 and provide work direction and input for performance evaluation of office personnel as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in human resources, business management, business administration, public administration, or related field; five years of increasingly responsible 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.