

PALOMAR COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Coordinates, plans, analyzes, develops, implements, and conducts the full range of state-mandated functions associated with the development and administration of collective bargaining agreements, classification systems, employee compensation, and employer/employee relations.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Assistant Superintendent/Vice President for Human Resource Services, and may supervise classified employees. This classification is exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Participate in the development of District positions for both academic and classified confidential collective bargaining.
2. Research, analyze, and develop issues and proposals as part of the collective bargaining process; establish pricing of bargaining proposals; attend negotiation sessions; participate in strategy sessions upon request.
3. Conduct salary surveys and recommend placement of classifications on salary schedules; analyze and present survey data and related recommendations to negotiations teams.
4. Coordinates, develops, and maintains the District's classification plan for the academic and classified units.
5. Develop and revise job descriptions for establishment of new classifications and reclassification of existing classifications.
6. Assist with labor relations, negotiations, contract interpretation and contract resolution.
7. Conduct research and analyze data; create, maintain, and revise documents and statistical reports related to assigned areas of responsibility.
8. Recommend and implement procedures for the collection and analysis of data related to state-mandated cost reimbursement; coordinate and communicate with internal and external parties regarding state-mandated cost recovery.
9. Select, train, supervise and evaluate staff including clerical and paraprofessional staff, hourly employees, and student employees.
10. Serve as a resource to the District in the interpretation and application of complex human resources laws, policies, procedures, regulations, and collective bargaining agreements.

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11. Assist in development and implementation of human resources policies and procedures; recommend improvements and modifications.
12. Make presentations to negotiating teams, executive administrators, planning councils, and the Governing Board on issues related to collective bargaining, classification, and compensation; provide training to District employees in state-mandated cost procedures.
13. Respond to external requests for information concerning District classifications, compensation, and employment contracts.
14. Travel to other District locations; attend professional meetings; and serve as a liaison to human resources staff at other educational institutions.

Marginal Function:

15. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of public and/or educational human resources administration, policies, and procedures.
2. Principles of classification of positions and salary placement.
3. Local, State, and Federal regulations, including terminology and processes applicable to human resources, employment, and labor relations.
4. Principles of public sector employer-employee relations and collective bargaining in California.
5. Techniques and methodologies for conducting research and surveys related to classification, compensation, and labor relations.
6. Methods and concepts of statistical analysis.
7. Principles and practices of sound business communication in a college environment, including business letter writing and basic report preparation.
8. Correct English usage, including spelling, grammar, and punctuation.
9. Advanced use of word processing, spreadsheets, database, presentation, integrated data management system, and other standard software to create complex documents, reports, and materials and maintain complex data.
10. Interpersonal skills using tact, patience and courtesy.
11. Principles and practices of administration, supervision and training.

Ability to:

1. Perform a variety of professional, technical, confidential, and analytical human resources functions with minimal guidance and supervision.

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2. Determine methodologies; obtain basic data necessary to evaluate solutions to complex problems and issues with multiple variables; present solutions in a clear, concise, and accurate manner.
3. Communicate effectively with all organizational levels to gather information, explain policies and procedures, and to persuade others to accept or adopt recommendations.
4. Interact tactfully and diplomatically with others at all levels in the organization as well as with others outside of District service.
5. Exercise independent judgment, discretion, maintain confidentiality of sensitive information and comply with legal requirements.
6. Organize, set priorities, and take initiative within areas of responsibility.
7. Identify significant human resources issues and formulate reasonable conclusions and effective recommendations.
8. Prepare clear and concise narrative reports, recommendations, and presentations; make effective presentations to groups.
9. Establish and maintain effective and collegial relationships with employees, administrators, outside agencies, and the public.
10. Operate office equipment including computers and supporting word processing, spreadsheet, database, presentation, and integrated data management system software.
11. Ensure accuracy in all documents, reports, and correspondence released to the College community and the public.
12. Research, compile, analyze, interpret and prepare a variety of complex administrative reports.
13. Effectively train, supervise, and evaluate personnel.
14. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Education/Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. In most cases the background required would be:

Experience:

Four years of progressively responsible professional-level experience in public sector human resources/personnel administration, including serving in a supervisory or lead capacity.

Preferred: Professional-level experience in labor/collective bargaining contract administration, classification, and compensation.

Education/Training:

Bachelor's degree in public administration, business administration, industrial relations, human resources, or related field.

License and/or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

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WORKING CONDITIONS

Environmental Conditions:

Office environment, exposure to computer screens, noise and electrical energy, extensive use of computer keyboard and mouse, extensive contact with faculty, staff and students.

Physical Conditions

Essential and marginal functions require maintaining physical condition necessary for walking, standing, and sitting for extended periods of time. Must be able to travel between District locations.

May 25, 2007