

## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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### Class Specification

### HUMAN RESOURCES ANALYST

#### DEFINITION

This is a confidential class designated by the Board of Trustees of the Chabot-Las Positas Community College District. Reporting to the Manager of Human Resources, the Human Resources Analyst performs administrative, complex, technical and analytical duties in support of the District's human resources functions. Those functions include, but are not limited to, recruitment and selection, classification and compensation, and information management. The incumbent interacts with staff at all levels of the organization and the general public for the purpose of providing policy and procedure information. Coordinates departmental technical support needs related to the Banner system. A high degree of independent judgment, creativity and initiative is required to resolve minor and major problems by selecting from a variety of alternate solutions.

#### REPRESENTATIVE DUTIES

1. Works with hiring managers during the recruitment and selection process to provide comprehensive consultative support to assure successful recruitment and selection efforts.
2. Conducts hiring committee training sessions, and develops training materials as directed.
3. Assists in compiling statistical data and other confidential information for inclusion into ad hoc and ongoing reports.
4. Conducts research and analysis on special projects as assigned, and performs a variety of complex and difficult administrative support duties for human resources administrators.
5. Performs research and analysis related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements.
6. Provides advice and direction on a wide range of matters including situations involving consistent application of policies, rules and regulations, including board policy, California Education Code, state and federal regulations, and practice.
7. Responds to requests for surveys and labor statistics to other colleges, government agencies, and professional associations.
8. Works on problems of various scope where analysis of situations or data requires a review of identifiable factors; exercises judgment within defined procedures and practices to determine appropriate action.

9. Prepares employment contracts and assigned personnel actions for review and processing.
10. Under direction, runs automated personnel processes, and review for accuracy.
11. Works with HR Manager and the payroll office to monitor personnel actions as required.
12. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

1. District policies and procedures, relevant Federal and State legislation and State Education Code;
2. Policies and procedures related to Human Resources integrated computer system;
3. Modern office methods, procedures and equipment including personal computers and related software;
4. Proper English usage, spelling, punctuation, grammar;
5. Basic mathematics;
6. Techniques of records maintenance, correspondence and data compilation;
7. Proper telephone techniques and etiquette;
8. Record keeping principles and procedures;
9. Interpersonal skills including tact, patience, courtesy and diplomacy.
10. Human Resources management information system.

#### Ability to:

1. Enter, modify and retrieve data using a computer;
2. Operate related office equipment, utilize word processing, spreadsheets and other software;
3. Complete assignments within specified deadlines accurately and efficiently;
4. Communicate effectively both orally and in writing in a courteous and effective manner;

5. Perform complex and detailed technical tasks with accuracy and speed;
6. Research and compile statistical and other data in final form for surveys, reports and projects;
7. Establish and maintain effective and efficient working relationship with staff at all levels of the organization;
8. Relate effectively to people of varied backgrounds;
9. Work confidentially with discretion;
10. Analyze data and information and reason logically to develop alternative resolutions;
11. Proofreading/verification of all document information input into computerized system;
12. Learn and apply specific rules, regulations and policies and procedures of the department and Human Resources integrated computer system;
13. Work with a significant degree of independence in carrying out assigned duties.

Education and Experience:

Equivalent to graduation from an accredited college or university and two years of experience in Human Resources in a position having increasing responsibilities, preferably in a community college or school district; or an equivalent combination of training, education and experience which demonstrates the skills and ability to perform the essential functions of the position.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.