

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: HUMAN RESOURCES ANALYST – ACADEMIC/CLASSIFIED**

**O172.300**

**BASIC FUNCTION:** Under the direction of an Administrator, performs job analysis and evaluations; a wide variety of complex, diverse, technical and confidential analytical tasks in the development and maintenance of personnel records systems; assists with the daily operations and technical functions of the Department ensuring compliance with applicable collective bargaining agreements, policies, procedures and regulations. This position requires a definable body of knowledge and skills.

This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Analyzes, interprets, and applies employment laws and human resources regulations, employment policies and procedures, state and federal laws, collective bargaining agreements, minimum qualifications, salary placement, compensation and the Education Code. Responds to and provides information and assistance in person, via the telephone, or through written communication to District personnel and the general public.
- \*2. Conducts and/or assists with classification activities, including desk audits and researching and analyzing compensation and related information to prepare reports and make recommendations.
- \*3. Calculates, sets-up and maintains accurate salary schedules for the District within the HRIS and on the District's internal and external webpage.
- \*4. Processes, analyzes and maintains longevity, step and column increments for employees; maintains professional growth application process and determines appropriate payment.
- \*5. Provides technical support to department chairs/coordinators, clerical staff, Office of Instruction, Scheduling Center and Payroll Office personnel to assist with scheduling instructors, generating faculty contracts and preparing payroll; assists HR Benefits Analyst with load calculations related to employee leave of absence in accordance with applicable collective bargaining agreements and Education Code.
- \*6. Acts as liaison for faculty Longevity, Tenure and Professional Advancement (LTPA) Committee to coordinate processes related to faculty sabbatical and load bank leave, tenure review and professional advancement related to column and longevity placement.
- \*7. Acts as liaison for Academic Senate Equivalency Committee to coordinate processes related to equivalency review for faculty minimum qualifications, FSAs and applicant materials, ensuring compliance with State Chancellor's Office, Academic Senate and District policies and procedures.
- \*8. Manages the onboarding process for classified, short-term, faculty and management personnel including correct calculations, salary placements, required certifications and classifications; ensures pre-employment requirements such as TB clearance, live scan transaction, pre-employment physical, etc.; prepares, distributes and monitors academic and administrative contracts; serves as credentials, discipline and/or Faculty Service Area (FSA) analyst. Coordinates with HR Benefits Analyst and Payroll Office personnel on eligibility elections for retirement plans and fringe benefits. Plans, updates and facilitates new hire orientations. Processes retirements, resignations and other terminations.
- \*9. Maintains and updates seniority rosters for classified, full-time and associate faculty personnel in accordance with Education Code and collective bargaining agreement provisions; conducts lottery draw for regular classified and academic staff for rank order of seniority or lay-off; assists with coordinating the lay-off process, ensuring compliance with collective bargaining agreements.
- \*10. Actively participates in the recruitment process; coordinates transfer requests, work-load increase offers and applicable job offers to eligible 39/63-month list applicants; reviews job announcements for accuracy; analyzes applications to ensure college accreditation, degrees, and minimum qualifications and evaluates all required documentation. Coordinates the associate faculty pool application and internship program processes with department chairs/coordinators and clerical staff. Monitors mandated minimum qualifications and Education Code requirements.
- \*11. Coordinates reasonable assurance processes for required personnel and availability processes for associate faculty in accordance with the collective bargaining agreements; reviews unemployment claims and submits responses as needed; may represent the District at EDD hearings.
- \*12. Conducts and/or assists with administrative investigations by interviewing appropriate parties, analyzing evidence and other information to find facts; and preparing investigation reports and other related documents. Prepares confidential correspondence and maintains a variety of confidential files and employee records.
- \*13. Provides technical review and guidance on employment actions to be taken to the Board of Trustees.
- \*14. Ensures the standards of confidentiality are maintained at all times.

- \*15. Participates and assists with the grievance process, labor relations programs and negotiations by interpreting collective bargaining unit provisions, gathering and analyzing data, meeting and communicating with management, union representatives and employees on contractual issues, making recommendations and acting as a resource during labor negotiations. May serve on District negotiating teams.
- \*16. Proficient in various computer applications and software packages, including Microsoft Office Suite; maintains and generates reports from a database or network system; prepares a variety of correspondence and documents using a variety of software.
- \*17. Performs special projects over a broad range of Human Resources activities at the request of supervisors involving data gathering, statistical analyses, report generation and/or recommendations for actions as appropriate.
- 18. May assist with entering employee records into the HRIS.
- 19. Establishes and maintains positive relationships with members of the College community.
- 20. Serves on a variety of District committees as requested.
- 21. May perform other duties as assigned within the scope of the classification.

#### MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent\*; **AND**
- Three (3) years of work experience related to the Representative Duties of this classification.

\* Associate's Degree education equivalency equals two (2) years of increasingly responsible experience for each full year (24-30 units) of college.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- A valid California Driver's License maintained throughout duration of employment with the District

#### DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Evidence of effective conflict resolution skills
- Advanced experience and/or training in human resources management
- Experience with Datatel/Colleague or another HRIS system
- Experience working in an educational setting
- Effective presentation skills

#### KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training, and/or experience.)*

**Knowledge of:** District policies, rules and procedures; supervisory and managerial concepts and practices; laws and ordinances pertaining to the specific responsibilities of the position; current trends affecting the management of Human Resources; California Education Code, CalSTRS and CalPERS, equal employment opportunity principles and practices; public personnel classification and compensation analysis and evaluation methodologies; computer-supported database management and data analysis; website maintenance; investigative methods and practices; and current office practices and technology.

**Ability to:** analyze and apply District and departmental policies, procedures, rules and regulations, collective bargaining agreements, contracts and applicable laws related to human resources activities and functions; develop and implement effective plans and programs; stay current with laws, regulations and guidelines related to human resources within the public sector; effectively gather, prepare, analyze and interpret statistical, legal and program-related information; utilize Microsoft Office Suite and database management; establish and maintain efficient record-keeping systems; maintain records accurately and with confidentiality; make required mathematical calculations accurately; work accurately at a fast pace under the pressure of deadlines; analyze transactions and identify deviations from applicable policies and procedures; utilize keyboarding skills commensurate with the required functions for this position; use a variety of software and hardware to perform advanced-level document production; show evidence of excellent written and verbal communication skills; evaluate evidence, testimony, and other appropriate information to make determinations and findings of fact in administrative investigations; strong organizational skills; ability to pay close attention to detail; use discretion and professionalism in confrontational situations; exercise tact and diplomacy in dealing with sensitive situations; provide employee leadership and direction as required; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; communicate professionally in confrontational situations; establish and maintain positive relationships with members of the College community; demonstrate sensitivity to, respect for and an understanding of the diverse staff and students within community colleges; and work effectively with diverse populations.

#### WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No permanent staff to supervise. May provide technical direction to short-term, temporary and/or student employees.

#### PHYSICAL EFFORT:

Normal office environment: extensive keyboarding; sitting at computer most of the workday.

#### CONTACTS:

Faculty, staff, administrators, students and the general public.

**WORKING CONDITIONS:**

Normal office environment.

This is an exempt, salaried position and may be required to work beyond standard office hours during peak periods or special projects.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.