

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SUPERVISOR, HUMAN RESOURCES ANALYST

U170.100

BASIC FUNCTION: Under the direction of an Administrator, serves as a supervisor with the Department of Human Resources. Performs a wide variety of complex, diverse, technical and confidential analytical tasks in support of the human resources function at the District; assists with the daily operations of the Department by providing direct supervision to assigned staff and ensuring compliance with applicable collective bargaining agreements, policies, procedures and regulations. This position requires a definable body of knowledge and skills.

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. Provides the supervision, training and evaluation of assigned staff, including but not limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, participating in new employee selection, recommending employee discipline, reviewing and evaluating work for completeness and accuracy, offering advice, motivation and assistance as needed.
- *3. Provides technical support to the department and the District on a full range of responsible, varied and complex functions requiring confidentiality and professionalism including, but not limited to, scheduling faculty, generating faculty contracts, centralized employment services, recruitment and selection activities, classification activities, and leave entitlement compliance.
- *4. Conducts classification activities, including desk audits and researching and analyzing compensation and related information to prepare reports and make recommendations.
- *5. Serves as a resource for the development and implementation of staff development opportunities and training programs for the District; recommends staff development activities for the department.
- *6. Acts as liaison between the Department of Human Resources and various committees, campus constituency groups, administrators, representatives of external agencies and others.
- *7. 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.
- *8. Oversees, monitors and serves as a resource for hiring committee proceedings, personnel actions and/or other employment processes, ensuring compliance with legal requirements and established procedures.
- *9. Conducts and/or oversees 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.
- *10. Provides technical review and guidance on employment actions to be taken to the Board of Trustees.
- *11. Ensures the standards of confidentiality are maintained at all times.
- *12. 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.
- *13. 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.
- *14. 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.
15. May calculate, set-up and maintain accurate salary schedules for the District within the Human Resources Information System (HRIS) and on the District's internal and external webpage.
16. May assist with entering employee records into the HRIS.
17. Establishes and maintains positive relationships with members of the College community.
18. Serves on a variety of District committees as requested.
19. May perform other duties as assigned within the scope of the classification.

MINIMUM QUALIFICATIONS:**● EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent*; **AND**
- Four (4) years of work experience related to the Representative Duties of this classification.
- Bachelor's Degree may be substituted for two (2) years of work experience.

* 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:

- Experience with Datatel/Colleague or another HRIS system
- Evidence of effective conflict resolution skills
- Advanced experience and/or training in human resources management
- Experience working in an educational setting or public agency
- 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; supervisory and management concepts and principles; laws and ordinances pertaining to the specific responsibilities of the position; current trends affecting the management of human resources; California Education Code, 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; effectively train, supervise and evaluate staff; 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; ability to pay close attention to detail; communicate with and 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; 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:

Provides direct supervision and technical direction to professional, technical and clerical personnel.

PHYSICAL EFFORT: Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site within and beyond the District; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull light to moderate amounts of weight; to lift or move 40 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information in person, on the telephone, and using other media.

VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING: Hear in the normal range with or without correction.

CONTACTS: All classifications of faculty, staff and administration at Butte College; members of the Board of Trustees; executive management and associated staff from other educational institutions; State Chancellor's Office personnel; business and industry leaders; technology experts and other consultants; students; vendors; general public.

WORKING CONDITIONS: Work is performed in a standard office setting and may travel from site to site. The incumbent must be able to work in a fast-paced office environment with background noise and a high stress level.

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.