VALLECITOS WATER DISTRICT

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction, performs a variety of specialized technical and professional human resources duties related to recruitment and selection, classification and compensation, employee and labor relations, benefits administration, personnel records, and new employee orientation; performs related duties as required.

CLASS CHARACTERISTICS

This is a single incumbent class responsible for coordination and support of human resources programs requiring the exercise of independent judgment and the application of guidelines, precedents, and knowledge of policies, procedures, and regulations. It is distinguished from the Administrative Services Manager, which oversees the Information Technology, Human Resources, and Risk & Safety departments.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Acts as point of contact for staff, management, other agencies, and public for human resources related issues; responds to inquiries and advises or assists management and other District employees, other agencies, and the public on a variety of topics related to District employment;
- Administers employee benefits programs, including open enrollment; analyzes benefit plan options; explains employment benefits to employees, retirees and Board members; determines and monitors insurance eligibility for employees, retirees, and dependents; coordinates insurance plan enrollment; initiates COBRA notifications; communicates with benefits provider and insurance broker on plan or enrollment issues; coordinates benefits for employees on leave of absence;
- Develops and implements recruitment plans and schedules; develops and distributes job announcements; prepares job advertising; screens applications; schedules interviews; coordinates interview panels; writes interview questions; guides and serves on interview panels;
- Monitors employee performance evaluations; coordinates personnel related transactions between departments; prepares employee status change paperwork; reviews eligibility of position changes;
- Conducts research and performs surveys; interprets policies, researches legislation, and ensures compliance in human resources matters; performs analysis and prepares findings, recommendations, and detailed reports; assists with labor negotiations and employee/employer relations process;
- Consult with managers and supervisors on minor disciplinary issues and other employee relations issues; assist with reviewing performance evaluations and employee memos;
- Conduct job analyses to identify job requirements and associated knowledge, skills and abilities; drafts and updates class specifications; analyzes and recommends changes in classes and class series;
- Conducts classification, reclassification, and organization studies; recommends appropriate action; conducts wage, salary, and benefit studies and surveys for compensation administration and labor negotiations;
- Prepares, maintains, and secures personnel records and files, including confidential medical and legal records; complies with District Retention Policy and relevant retention regulations; updates Human Resources policies and Employee Handbook as necessary; maintains Human Resources webpage;
- Coordinates background investigations and pre-employment physical exams; prepares and processes all new hire paperwork; notifies non-selected applicants; conducts new employee orientation; prepares termination paperwork; conducts exit interviews;
- Processes insurance billings; reconciles insurance invoices against monthly changes and current insurance elections; contacts administrators with billing errors;
- Administers protected leave programs; prepares and distributes protected leave paperwork in compliance with law; advises employees and responds to inquiries related to protected leave laws; keeps current on changes to state and federal leave laws; monitors temporary modified schedules;
- Plans, schedules, and coordinates employee related events such as wellness fairs, employee recognition luncheons, and other special events; research employee-related programs, such as retention and engagement, succession planning, and onboarding;
- Makes presentations to employees and supervisors on human resources topics; introduces new employees at Board meetings;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Federal and state laws, rules, and regulations relating to employment practices; principles and practices of human resources administration;
- Federal and state laws, rules, and regulations related to benefits administration and leave laws;
- Principles, practices, and techniques of employee recruitment and selection;
- Labor market research, statistical analysis, and report preparation;
- Employee and labor relations principles and practices in a collective bargaining environment;
- General office procedures.

Ability to:
- Develop recruitment programs and valid selection procedures;
- Coordinate benefit programs, including enrollment and termination;
- Conduct research, perform analysis, and prepare reports of findings;
- Conduct and respond to classification and salary studies; review and update class specifications;
- Maintain confidentiality;
- Interpret and apply human resources related laws, ordinances, and regulations;
- Maintain accurate records and files;
- Establish and maintain cooperative working relationships.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: Bachelor’s degree in human resources management or related field, and three years of paraprofessional human resources experience. Experience with public agencies preferred.

Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, an employee is frequently required to sit; talk or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________  __________________________
Employee Signature  Date

______________________________  __________________________
Supervisor Signature  Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.