

## **EL DORADO IRRIGATION DISTRICT**

### **Class Specification**

#### **CLASS TITLE: Human Resources Analyst I/Human Resources Analyst II**

#### **DEFINITION**

Under supervision performs responsible and professional analytical work in support of District human resources activities and programs, including classification and compensation, recruitment and selection, payroll, employee and labor relations, development and training, benefit administration, safety, leave management, and workers' compensation; performs a variety of complex, technical and administrative tasks related to assigned responsibilities.

#### **DISTINGUISHING CHARACTERISTICS**

Human Resources Analyst I - This is the entry-level class in the Analyst series. Incumbents in this class will typically have prior technical experience performing human resources activities under direct supervision; as an Analyst, incumbents may specialize in one or more of the department's core programs. As knowledge and experience is gained, the work becomes broader in scope and assignments more varied and are performed under general supervision as independent judgement is attained and effectively utilized. The Human Resources Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level.

Human Resources Analyst II - This is the journey level class. Employees within this class perform the full range of duties as assigned including the development, analysis, and implementation of human resources related programs. This class is distinguished from Senior Human Resources Analyst in that the latter may provide technical and lead direction to professional staff and performs at the advanced journey level on the most complex programs, projects, and or tasks. Employees at the Analyst II level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

#### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents report to the Director of Human Resources; may receive technical and lead direction from the Senior Human Resources Analyst.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Provide professional administrative and technical support in one or more of the core human resources functions of classification and compensation, recruitment and selection, payroll, employee and labor relations, development and training, benefit administration, leave administration, safety and workers' compensation.

Participate in or assist with the development, implementation, administration, and maintenance of comprehensive human resources programs and or procedures within any one or more of the core human resources functions; provide professional level consultation to department managers and staff while promoting consistent, fair and equitable personnel actions consistent with District programs, policies and procedures.

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Plan, conduct and manage recruitment activities designed to attract and secure the most qualified candidates; administer recruitment, selection and new hire orientation activities pursuant to all applicable state and federal fair employment standards in compliance with District personnel rules and policies.

Maintain, process, update, and audit District payroll system(s) and employee pay records; prepare and process payroll and related remittances such as payroll taxes, unemployment and other benefit payments; produce, calculate, maintain and process annual and quarterly reports including but not limited to W2s, tax statements, state, federal and pension required withholding and reporting.

Administer or assist with comprehensive employee benefit programs, including but not limited to health, dental, vision, life, disability, pension, COBRA insurance, and workers' compensation, ensuring compliance with state and federal laws and within District personnel rules and policies; works with management and employees to determine eligibility and enrollment.

Administer, maintain, update and distribute benefit materials and enrollment/designation related actions associated with industrial and non-industrial illnesses or injuries; administer cases of medically triggered leaves under the Fair Employment and Housing Act (FEHA), federal and state law or Family Medical Leave Acts (FMLA/CFRA), the Americans with Disability Act (ADA), workers' compensation regulations, CalPERS (PERL), and or other regulatory requirements.

Review, track, consult, and address a variety of employee relations matters by providing professional and responsive recommendations informed by applicable employment laws and regulations, District policies and procedures. Effectively interpret collective bargaining agreements and policies, promote strict adherence and consistency related to personnel activities or actions. Provide effective consultation in the resolution of issues as they arise in a responsive manner.

Participate, assist with the development, implementation or administration of best practices, policies, programs or effective strategies in resolving, addressing, or responding to employee and labor relations matters; provide necessary support for the success of District actions, including but not limited to workplace investigatory proceedings, disciplinary matters, salary surveys, studies, incident rates, reports, and correspondence.

Maintain, update, and distribute safety related materials and policies; track, monitor and administer workers' compensation illnesses and injuries from incident date to case closure. Compile, produce, analyze and maintain safety statistics, reports, training curriculum, communications, and records. Promote safety awareness; actively participate in safety initiatives, special projects, and committees.

Research, compile, generate, analyze, and evaluate general and statistical information regarding classification and compensation, recruitment and selection, payroll, benefit administration, leave administration, employee and labor relations, safety and workers' compensation programs, procedures and practices.

Effectively execute, monitor and evaluate operational activities of assigned program responsibilities; recommend improvements and modifications; manage and oversee special projects; generate, prepare and maintain various records, reports, studies, electronic databases and computer programs.

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Maintain, update, distribute, assign, and track development and training assignments and programs covering a wide range of disciplines and subject matter in compliance with regulatory mandates, statutes, and District programs, policies or procedures.

Effectively responds to the ever-evolving regulatory landscape within human resources, payroll and occupational health and safety. Promote and support innovation and ongoing improvement initiatives, practices, programs and or procedures.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service. Perform related duties as assigned.

### **QUALIFICATIONS**

#### Human Resources Analyst I

##### Knowledge of:

Principles and practices of modern human resources core functions including classification, compensation, recruitment, selection, payroll, benefits, leave administration, employee and labor relations, training and development, safety, and workers' compensation within a public agency. Pertinent local, State and Federal laws, ordinances and rules as they related to human resources, payroll, and occupational health and safety.

##### Skill/Ability to:

Effectively learn and proficiently perform a variety of professional and responsible activities related to comprehensive human resources programs including payroll and occupational health and safety. Research, analyze, interpret and recommend a variety of complex statistical and narrative information and data. Establish and maintain effective working relationships with those contacted in the course of work. Ability to maintain regular and predictable attendance. Communicate clearly and concisely, both orally and in writing. Produce, analyze work products, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

##### Experience:

Two years of technical and responsible level experience, similar to the District's Human Resources Technician in human resources which may include classification and compensation, recruitment and selection, payroll, employee and labor relations, development and training, benefit administration, leave administration, safety or workers' compensation. Public agency experience is highly desired.

##### Education:

Bachelor's degree from an accredited college or university with major coursework in personnel administration, business administration, public administration or a related field, or SHRM Certified Professional (SHRM-CP) certification through the Society of Human Resources Management (SHRM) or higher, or Professional in Human Resources (PHR) certification through the HR Certification Institute or higher may substitute for the required education.

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**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment.

Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certified Payroll Professional (CPP) through the American Payroll Association is highly desired.

Human Resources Analyst II

In addition to the qualifications for the Human Resources Analyst I:

Knowledge of:

Journey level knowledge of principles and practices of modern human resources core functions including classification, compensation, recruitment, selection, payroll, benefits, leave administration, employee and labor relations, training and development, safety, and workers' compensation within a public agency. Pertinent local, State and Federal laws, ordinances and rules as they related to assigned area of responsibility.

Skill/Ability to:

Proficiency in independent and effective management or administration of one or more of the core human resources responsibilities for the District; effective application of principles and practices of human resources administration. Interpret, explain and successfully apply pertinent State and Federal laws and regulations in support of District policies and procedures and functions. Generate and explain a variety of complex statistical and narrative information and data for use as justification for sound recommendations. Perform accurate mathematical and statistical calculations.

Experience:

Three years of increasingly responsible professional human resources experience, as a Human Resources Analyst I with the District.

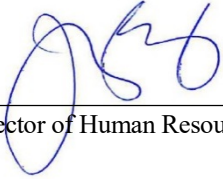
**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Ability to obtain and maintain a valid Certification as a Payroll Professional (CPP) through the American Payroll Association at time of appointment may be required of some positions.

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Director of Human Resources

03/26/2021

Date

Established: 08/18/2009

Revised: 11/01/2016, 03/26/2021

FLSA: Exempt

Unit: Non-Safety