

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Senior Human Resources Analyst**

**DEFINITION**

Under general direction plans, organizes, and directs a wide variety of human resources programs including recruitment and selection, classification and compensation, employee recognition, staff development and training, benefit administration, employee and labor relations, and workers' compensation activities within the Human Resources Department; performs a variety of professional and technical tasks related to assigned responsibilities; and provides administrative support to the Human Resources Director.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Human Resources Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, which may include providing direct or indirect supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Human Resources Director. May exercise direct or indirect supervision over assigned professional, technical, and administrative support personnel.

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

Recommends and assists in the implementation of goals and objectives; establishes methods for performing a variety of professional and technical human resources functions; implements policies and procedures.

Plans, prioritizes, assigns, and reviews the work of staff involved in recruitment and selection, classification and compensation, employee activity and recognition, staff development and training, workers' compensation activities and employee and labor relations; serves as resource to District departments on personnel related matters.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for human resources related costs including compensation and benefits modification, recruitment and selection costs; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; may implement discipline procedures.

## **CLASS TITLE: Senior Human Resources Analyst**

Researches and analyzes legislation and regulations to determine effect on human resource programs and services.

Oversees, coordinates and participates in the conduct of studies, analysis and research on a broad range of personnel assignments; conducts, analyzes, and completes salary and benefit surveys; analyzes and presents recommendations.

Oversees, coordinates and participates in the conduct of classification studies including completion of position inventory questionnaires, desk audits, development of recommendations and preparation of new or modified job analysis documentation and job descriptions; prepares reports and resolutions; presents findings and recommendations to the Human Resources Director.

Oversees and implements District programs related to staff development and training and recognition; identifies training and development needs; develops or oversees the creation and presentation of training and development materials.

Oversees, coordinates and participates in recruitment and selection activities including coaching staff on various aspects of the process, ensuring compliance with personnel rules and policies; oversees, coordinates and participates in the administration of selection procedures.

Participates in labor relations activities including, but not limited to, researching and preparing for negotiations; participates in meet and confer sessions as a member of the District's negotiating team; conducts administrative investigations, grievance resolutions, MOU and policy research.

Oversees, coordinates and participates in workers' compensation administration activities including ADA/FEHA, FMLA, ergonomic and modified duty activities; serves as liaison with claims adjusters, consultants, and District staff.

Administers a comprehensive employee benefits program including health, dental, vision, life and disability insurance and workers' compensation, ensuring compliance with State and Federal laws and District personnel rules and policies; consults with staff on priorities and issues in need of resolution and advises on appropriate course of action; works with departments to determine reasonable accommodations.

Plans, prioritizes and participates in the District's workers' compensation program; initiates and tracks injury claims and costs; evaluates, directs and authorizes treatment and payment for treatment.

Maintains accurate files of workplace injuries and illnesses for State reporting requirements; evaluates claims to determine department's exposure to injuries and illnesses; monitors insurance premium rating scores.

Analyzes results of investigation related to injuries and accidents; recommends appropriate course of action.

Assists with the selection and oversight of contractors, consultants and vendors; monitors service delivery to ensure goals of the District are being met.

## **CLASS TITLE: Senior Human Resources Analyst**

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of compensation, recruitment, selection, classification, job analysis, salary and benefit administration, training, EEO, workers' compensation, and employee relations within a public agency. Principles and practices of research, data collection, and sampling techniques. Principles of statistical analysis. Principles and practices of project management including planning, organization, coordination, scheduling, and oversight of project process. Principles and practices of direct and indirect supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

#### Skill/Ability to:

Organize, implement and oversee human resource program operations/activities. Interpret and explain pertinent State, Federal, District and department laws, regulations, policies and procedures. Assist in the development and monitoring of an assigned program budget. Collect, research, analyze, evaluate, and interpret a variety of complex statistical and narrative information and data and make sound recommendations. Recognize, identify, and resolve conflict or problems of a sensitive or political nature. Perform accurate mathematical and statistical calculations. Develop and recommend policies and procedures related to assigned operations. Provide direct or indirect supervision over assigned staff. Establish and maintain effective working relationships with those contacted in the course of work. Maintain regular and predictable attendance. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, 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 10 pounds or less.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of increasingly responsible professional human resources administration experience within a public agency; including two years providing technical and functional supervision over assigned personnel.

**CLASS TITLE: Senior Human Resources Analyst**

Education:


Equivalent to a Bachelor's degree from an accredited college or university with major course work in personnel administration, business administration, public administration, or a related field.

**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.

SHRM Senior Certified Professional (SHRM-SCP) certification through the Society of Human Resources Management (SHRM), or Senior Professional in Human Resources (SPHR) certification through the HR Certification Institute or any equivalent certification from a nationally recognized association.

 _____ Human Resources Authority	<u>11/01/2016</u> Date
Established: 08/18/2009 Revised: 11/01/2016 FLSA: Exempt Unit: Non-Safety	