

Position: Human Resources Development Analyst	Position Number:
Department: Human Resources	FSLA: Non-exempt
Reports to: Human Resources Manager	Salary Grade: 121

Summary

Performs a variety of administrative technical work in the human resources areas of training and professional development, recruitment and selection support, analysis of faculty credentials, employment contract development, and generalist employee relations.

Distinguishing Career Features

The Human Resources Development Analyst is a confidential, technical and program coordinating position that requires application of specialized knowledge in areas of human resources such as, but not limited to, planning for professional development. The Human Resources Development Analyst coordinates and applies programs such as training and professional development, performance review monitoring, and maintenance of critical HR documents.

Essential Duties and Responsibilities

- Provides logistics, technical, and administrative support of professional development, in-service training, and related events. Develops and maintains participant and subject matter information.
- Assists with Professional Development activities including but not limited to ensuring website is up to date with current training offerings, schedule upcoming trainings with vendors or internal trainers, analyze and prepare reports from surveys to determine upcoming training needs, type and post on website committee meeting minutes.
- Provides a variety of human resources-related information to staff and the public on personnel policies, rules and regulations.
- Receives and responds to oral and written requests for information of a specialized or confidential nature, utilizing discretion and judgment in explaining regulations and procedures. Attends and records confidential proceedings connected with collective bargaining and employee relations matters.
- Assigns, composes and prepares personnel recommendation reports for administration and governing boards. Initiates follow-up work after official action.
- Prepares associate faculty contracts and prepares paperwork for payroll transmission on a timely basis. Tracks the pre-employment and continuing requirements for contractual agreements such as TB tests, TLUs.
- Compiles reports for federal, local and private agencies. Compiles statistics and trends. May calculate employee costs for specially funded programs.

- Processes status changes, processes forms and documentation and provides information and assistance to employees.
- Participates in new-employee orientation on personnel policies and procedures. Schedules representatives from other departments to give orientation demonstrations.
- Assists with the recruitment, hiring and processing of assigned groups of employees. Coordinates logistics and other hiring activities to support the Director.
- Prepares recommendations for employment. Determines salary placement and insurance eligibility.
- Notifies administrative staff of due dates for performance evaluations. Monitors receipt and follows up on late evaluations.
- Maintains up-to-date information for staff using the College's information systems.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working procedural knowledge of the principles, practices, and procedures associated with human resources records and HRI systems, position control and budgeting, recruitment practices, compensation, and related services provided in a human resources department. Requires well-developed skills in using a personal computer, common office productivity software, and specialized databases and record keeping software used in education. Requires well-developed written language skills to prepare reports for governing boards, and to document policies, and procedures. Requires sufficient math skills to compute sums, averages, ratios, products, quotients, and variances. Requires well-developed human relation skills to communicate technical concepts to others often in small group settings, conduct basic in-service training, and to advise employees.

- **Abilities**

Requires the ability to carry out the objectives and duties of the position. Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the District/College. Requires the ability to learn, apply, and interpret District and labor contract policies, procedures, and rules pertaining to human resources. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines. Requires the ability to train others and facilitate small group processes. Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

- **Physical Abilities**

Position involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials (under 20 pounds). Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

- **Education and Experience**

Requires completion Bachelor's degree in human resource management, business, or related field and a minimum of two years of experience in a human resources or employment office, or an AA degree and five years of experience in a human resources or employment office, preferably in an educational setting. Other combinations of education and experience may substitute.

- **Licenses and Certificates**

May require a valid driver's license.