

JULY 2016
FLSA: EXEMPT
SALARY: U
CBA DESIGNATION: CLASSIFIED CONFIDENTIAL

RIVERSIDE COMMUNITY COLLEGE DISTRICT

PRINCIPAL HUMAN RESOURCES ANALYST

DEFINITION: Under general supervision, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment, job analysis and classification, compensation, training and development, employee and labor relations, equal employment opportunity, and other special human resources programs; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; performs related work as required. Develops information, analyses and/or proposals that are used in the negotiation of wages, hours and other terms and conditions of employment; and/or formulates and recommends effective bargaining language and strategies and techniques related to a variety of program areas.

CLASS CHARACTERISTICS: This is a full journey-level professional classification that performs the full range of professional human resources work in any and/or all of the following areas: recruitment, job analysis and classification, compensation, training and development, and employee and labor relations. Incumbents provide a professional-level resource for organizational, managerial, and related human resources programs, services, and studies. Positions at this 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. This class is distinguished from Human Resources Analyst by the full scope of professional-level human resources work performed.

SUPERVISION EXERCISED: This position does not supervise. However, the incumbent may exercise technical and function direction over appropriate personnel.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Gathers, analyzes, organizes, and compiles documentary evidence from multiple sources for workplace investigations and investigative reports, proposed disciplinary actions, responses to State and federal government agencies, administrative hearings and mediations.
2. Conducts personnel and workplace investigations; assists in responding to grievances and administering disciplinary actions; coordinates management referrals to the Employee Assistance Program, and may assist in responding to governmental agency complaints to include DFEH, EEOC, DOL, etc..
3. Coordinates the reasonable accommodation interactive process required through FEHA and ADA, including reviewing and analyzing requests for modified duty and reviewing medical documentation for permanent restrictions.
4. Conducts research and analysis in relation to the collective bargaining process, disciplinary actions, investigations, and other employee relations matters; responds to inquiries related to labor relations matters; maintains confidential case files on investigations and interviews.
5. Develops information that is used in the negotiation of wages, hours and other terms and conditions of employment; formulates and recommends effective bargaining strategies and techniques.
6. Advises management and supervisory personnel on disciplinary and performance management issues.
7. Analyzes employees' requests for leaves of absence, such as Family Medical Leave and Pregnancy Disability Leave; makes determinations and approves leaves, as required; answers complex questions from staff regarding legal requirements and eligibility.
8. Provides interpretation of collective bargaining agreements in relation to grievance policies and procedures and recommends solutions; also provides interpretation of District policies and procedures to all District employees; advising on a variety of employment issues.

9. Assists management in developing and implementing new HR policies and procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.
10. Assists departments with organizational issues and resolves concerns regarding the appropriateness of classification and compensation levels; conducts salary studies; researches salary and benefit information for use in the collective bargaining process, budget preparation, and cost analysis.
11. Coordinates and implements recruitment processes for District departments; confers with departments to ascertain departmental needs; produces recruitment flyers and position announcements; evaluates resumes and applications; identifies qualified applicants.
12. Coordinates the District's training activities, including identifying training needs, arranging for training presenters, working with trainers to ensure the District's needs and expectations are addressed, securing training sites, developing memos, flyers, emails, and voicemails, and providing visual aides and other materials as necessary; maintains training logs and records of completion.
13. Collects and compiles human resources data; prepares or assists in the preparation of monthly, quarterly, and year-end human resources, legal, summary, and technical reports, conducts surveys, makes presentations, conducts special research assignments, and prepares reports for consideration by management or special committees.
14. Performs other related duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; training and development; employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Abilities to:

- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Equivalent to graduation from a regionally accredited four-year college or university with major coursework in human resources management, business or public administration, or a related field, and five (5) years of professional experience in human resources administration within a public agency.

LICENSES AND CERTIFICATIONS: None

Physical Demands: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

Environmental Elements: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.