

VALLEY CENTER MUNICIPAL WATER DISTRICT

HUMAN RESOURCES ANALYST

DEFINITION

Under general direction of the Director of Finance, incumbents perform a variety of human resources administrative work, professional, technical, and analytical activities in support of the District's human resource management programs and initiatives.

CLASS CHARACTERISTICS

This is a professional level class and is responsible for performing the full range of human resources duties. Incumbents are responsible for performing activities related to recruitment and selection, classification, compensation, employee relations, performance management, training and development, and benefits administration; and perform related duties, as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Prepares a wide variety of correspondence, documents, forms, letters, memoranda, notes, statistical data, and other items. Composes correspondence, announcements and notices; proofreads and checks printed material for accuracy, completeness, compliance with policies, and correct English usage including grammar, punctuation and spelling.

Handles all aspects of the recruitment and placement process; updates and publishes job descriptions, reviews applications; selects qualified applicants, and schedules and participates on interview panels; schedules pre-employment physicals; conducts background checks; prepares and maintains eligibility file; prepares notification letters to applicants of their recruitment outcome.

Develops and implements strategies for a variety of human resources related programs; generates and compiles statistical reports; performs a variety of special research, writing, and analysis projects related to benefits administration, training and development, and classification.

Interprets and explains policies, procedures, and regulations to District management, employees, and the public in assigned areas of responsibility.

Prepares RFPs for contracting with external consultants.

Administers COBRA, FMLA, Workers' Compensation, Employee Assistance, and Post-Retirement Medical programs.

Administers, organizes, processes and maintains all files and logs for the human resources department, including workers' compensation claims, OSHA reporting log, personnel files, chronological files, confidential files and subject files.

Processes the administration of benefits to employees; administers annual open enrollment; assists in resolving employee questions and problems regarding the District's insurance plans including the Retirees' Health Benefits; communicates with carriers and brokers; prepares related analysis and reports.

Prepares responses to salary surveys; prepares and conducts District surveys; complies and generates reports of survey data; provides classification, compensation and benefit information to other organizations; prepares related analysis and reports.

Prepares a variety of reports and assists in administering the District's equal employment opportunity, affirmative action, and Americans with Disabilities Act policies and programs.

Researches and develops data and analyses regarding employee relations issues and cases.

Assists in conducting investigations of employee complaints; researches and develops data and analyses regarding employee relations issues and cases.

Plans and facilitates various human resources-related activities; processes documentation for educational reimbursements, educational awards, and safety suggestions and awards.

Assists in preparing annual budget for HR division.

Performs other related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Principles, practices, and techniques of public, human resources administration, including recruitment, testing and selection, classification and job analysis, compensation and benefits analysis, and administration, training and instruction; basic labor relations principles and practices; Federal, state, and local laws, codes, and regulations; employee benefit plans; personnel selection, validation, performance appraisal, and affirmative action; merit principles and systems; basic accounting and mathematics; business letter writing and standard formats for typed materials; modern equipment and communication tools, including computers and software programs relevant to the work performed.

Ability to: Analyze problems, evaluate alternatives, and make sound, appropriate recommendations; maintain accurate, confidential records and files; research, compile and summarize a variety of informational materials; understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures; make sound, independent judgments within established guidelines; organize and prioritize work; understand and follow verbal and written directions; work independently; communicate clearly and concisely, both orally and in writing; and, establish, maintain, and foster effective working relationships with other employees, sometimes in difficult or strained circumstances; and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Human Resources, Public or Business Administration, Social Sciences or closely related field.

Experience: A minimum of three years of human resources experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License; SHRM and/or PHR certification is highly desired.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk and hear; use hands and fingers to grasp and feel or operate objects, tools, or controls; and, reach with hands and arms. The incumbent may occasionally be required to climb, balance, stoop, kneel, crouch, and crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to computer monitors and other standard office equipment.

Work Environment: Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly under typical office conditions, and the noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:


General Manager
Date