



## Human Resources Analyst

Department/Division:	Human Resources
Reports To:	Human Resources & Risk Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

### GENERAL PURPOSE

Under direct supervision from the Human Resources and Risk Manager, to perform a wide variety of professional, technical and analytical activities in support of the District's Human Resources and Risk Management programs, including recruitment and selection, classification and compensation, training and development, employee and labor relations, benefits, workers' compensation, safety, emergency response, and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst is the advanced-level classification for positions that perform a variety of difficult, specialized, administrative support functions for the District's Human Resources & Risk Management department that require a working knowledge of the terminology, procedures, and practices used in human resources administration.

The Human Resources Analyst is distinguished from the Human Resources Specialist by its broader accountability for risk management and human resources programs and independence of action in analyzing and solving problems. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### ESSENTIAL FUNCTIONS

*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 the class.*

- Performs professional and project management-related activities in support of the District's human resource management activities, functions, and programs.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Leads and participates in administering and maintaining the District's Human Resources Information System and payroll system interface.

- Conducts organizational and position classification studies; audits and prepares new or modified job-analysis documents and job descriptions; recommends changes regarding incumbents, classes, and class series.
- Designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure or benefit program changes based on studies and analyses; provides classification, compensation, and benefits information to other organizations.
- Develops and delivers training programs and workshops for managers and employees including, but not limited to, supervisor orientation, policy training, employee development, and Human Resources Information System (HRIS).
- Assists the Manager of Human Resources and Risk Management with liability and workplace health and safety issues.
- Investigates, reports, and obtains appropriate medical treatment for employees with work-related injuries, illnesses, and related claims; works with supervisors to ensure that incident reports are properly completed, and files with Workers' Compensation carrier.
- Administers and oversees specialty programs as needed, such as the COVID-19 Prevention Program.
- Administers and oversees the NEOGOV software system for recruitment, onboard, performance evaluations, forms and training.
- Directs the preparation of job announcements, advertisements, and other recruitment materials; screens applications for qualifications.
- Coordinates, designs, and administers job-related selection procedures, including but not limited to application reviews, written and performance tests, interviews, and assessment techniques; gathers or requests background and reference checks; ensures that all phases of recruitment and selection comply with applicable federal, state, and local laws, regulations, guidelines, and District policies.
- Confers with and interprets policies, procedures, and regulations to District management, staff, and the public.
- Designs and participates in administering specialized human resource programs, including the apprenticeship/intern program, performance management, etc.
- Oversees the maintenance of personnel records and specialized and confidential files.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- May serve on a variety of District committees and task forces.
- Maintains prompt and regular attendance.
- Performs other related duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

- Principles and practices of benefits, training, and safety program administration, including claims processing, benefits reporting, and insurance/benefit plan record keeping.
- Standard employee benefit plans, coverage, and insurance record keeping requirements.
- Federal, state and local laws and regulations applicable to human resource services, including benefit plan administration.
- Workers' Compensation and General Liability insurance statutes and regulations.
- Research and report writing methods.
- Correct English usage, including spelling, grammar and punctuation.

- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, laws, and practices of labor relations, including negotiation and contract administration techniques.
- Administrative principles and methods, including goal setting, program development and implementation.
- Office and records management practices and procedures.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Trends in human resource program development.
- District personnel rules, policies, and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Perform professional analytical work pertaining to the administration and coordination of District benefits, training, safety, and/or related human resources programs.
- Interpret, apply, explain, analyze, and make sound recommendations regarding human resources analytical issues.
- Understand, interpret, explain and apply District, state, and federal policy, law, regulation and court decisions governing the District's human resource management program.
- Present proposals and recommendations clearly and logically.
- Conduct research on a wide variety of topics including workers' compensation, property, and casualty exposures.
- Develop and provide effective training to District managers, supervisors and employees.
- Exercise sound, independent judgment within general policy guidelines.
- Operate modern office equipment and computer hardware; use word processing, spreadsheet, and specialized human resources software applications programs.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Use a variety of word processing and computerized applications, spreadsheet, and personnel software applications.
- Respond to emergency and problem situations in an effective manner.
- Lead the work of subordinate employees performing clerical and/or technical administrative activities.
- Communicate clearly and concisely, both orally and in writing.
- Must be able to multi-task.
- Establish and maintain effective working relationships with those encountered during the course of the work.

## **Minimum Qualifications**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Education:** Bachelor's degree from an accredited college/university in public administration, business administration, human resources, behavioral science or a related field. Possession of a Certificate in Human Resources Management from an accredited college or professional organization is highly desirable.

**And**

**Experience:** Five (5) years of progressively responsible and varied experience in human resources management, including at least two years in or working with a governmental agency.

## **Licenses, Certificates; Special Requirements:**

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

In accordance with California Government Code Section 3100, West Valley Water District employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this class, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, the general public, and others during the course of work.

The employee frequently works in an office environment with controlled temperature settings. The noise level is moderate, typically below 70 decibels.

The employee occasionally drives a vehicle to attend off-site meetings and functions and is exposed to traffic and variable weather conditions.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***