



HUMAN RESOURCES (HR) ANALYST

Department: Human Resources &
Risk Management
Range: 46

FLSA Status: Non-Exempt
Effective Date: July 1, 2016

General Purpose

Under direct supervision from the Human Resources and Risk Management Manager, and/or Chief Financial Officer performs a variety of routine technical and clerical duties involved in providing support to the Human Resources & Risk Management Department including the areas of training, safety, emergency response, recruitment, benefits and data entry management duties required to support a wide variety of high confidential administrative functions and to maintain personnel records; and provides information and assistance to District employees and the general public regarding human resources activities, processes, policies and procedures; and performs a variety of tasks relative to assigned area of responsibility.

Essential Duties and Responsibilities

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Administers the District's employee benefit plans including health, dental, life, retirement, deferred compensation, COBRA benefits, the Family Medical Leave Act Program, workers' compensation, OSHA and related projects/programs; communicates and coordinates with insurance carriers, providers, and/or third party administrators.
- Organizes and conducts employee benefits orientations, enrollments, and briefing sessions on benefit plan changes; assembles and distributes benefit plan descriptions, promotional materials, and notices in compliance with federal and state requirements.
- Conducts a variety of special project oriented studies and analyses as assigned; Researches responses to compensation and benefits questions from employees and/or surveys from other organizations; prepares and conducts District surveys; communicates with other public agencies; compiles and generates reports on survey data.
- Researches, analyzes, and makes recommendations on new, existing, and proposed benefits programs; develops procedures to implement program

changes; reviews contracts to ensure that District needs and requirements are met.

- Organizes the annual open enrollment process; counsels employees regarding employee benefit plan coverage, eligibility for benefits, and claims procedures; processes, sets up, and maintains employee benefit plan records; assists employees in filing service, disability, and retirement applications; accepts employee retirement applications and ensures that documentation to support the application is complete.
- Processes death and disability claims for payment to claimants and beneficiaries and administers retiree and former employee enrollments in health plans.
- Assists with general and property liability claims and coordinates with providers as necessary.
- Administers the District's COBRA and Family Medical Leave Act Program to ensure compliance with federal and state notice and administrative requirements; provides terminated employees information on their rights to various benefits after they leave the District; monitors long-term leaves of absences.
- Verifies, audits, and processes benefit program payables and pay in accordance with District policies and procedures and labor contract provisions; resolves billing errors and discrepancies with providers; maintains benefit plan records and related files.
- Prepares and maintains confidential employee health, medical, financial records, benefit reports, statistics, develops informational reports and statistics relative to human resource issues, benefits, the meet and confer process, and policies and procedures; performs labor related research and conducts studies as assigned; drafts a variety of reports, memoranda and other materials.
- Assists with the development and implementation of training policies and procedures; coordinates training programs and presentations; prepares training materials and instructional aides such as handbooks, manuals, skills exercises, visual aids; ensures District compliance with training-related regulatory requirements.
- Meets with employees as assigned to provide information and general assistance regarding personnel policies, procedures, processes and related matters.
- May supervise the work of subordinate clerical or technical staff.
- Performs general human resources work involving recruitment, compensation, classification, employee relations, or other areas as assigned.
- Assists with planning, organizing and administering District safety, emergency response and wellness programs
- Assists Human Resources and Risk Management Manager with department budget analyses.
- Performs related duties and responsibilities as required.

Qualifications

Knowledge of:

- Principles and practices of public personnel administration.
- 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.
- Principles of labor relations and labor contract administration.
- Federal, state and local laws and regulations applicable to human resource services, including benefit plan administration.
- District administrative regulations and personnel policies.
- The requirements and procedures associated with public agency records management, including human resources record keeping requirements.
- The principles and techniques of supervising subordinate clerical or technical staff in an administrative environment.
- Data collection and analysis techniques.
- The use of standard office equipment, including personal computers and computerized applications related to administrative work.
- Techniques of maintaining effective public/staff relations.

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.
- Develop and provide effective training to District managers, supervisors and employees.
- Exercise sound, independent judgment within general policy guidelines.
- Operate a computer, calculating machine and other standard office equipment.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Respond to emergency and problem situations in an effective manner.
- Supervise the work of subordinate employees performing clerical and/or technical administrative activities.
- Communicate clearly and concisely, both orally and in writing.
- 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:

A Bachelors' degree is preferred, from an accredited college or university with major course work in human resources management, public administration, business administration, or a closely related field. An Associate's degree is acceptable with the required qualifying experience;

Possession of a Certificate in Human Resources Management from an accredited college or professional organization is highly desirable; and

Experience:

A minimum of five (5) years of professional human resources experience. Experience in a governmental or special district agency setting preferred; Up to four (4) years of additional qualifying experience may be substituted for two (2) years of the required education, on a "two for one" basis (two years of experience for one year of education).

Necessary 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.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.