



SENIOR HUMAN RESOURCES ANALYST

BASIC FUNCTION

Under the direction of the Chief Human Resources Officer, the Senior Human Resources Analyst plays a crucial role in leading and coordinating the daily operations of the HR department. This position involves a higher level of leadership, overseeing and participating in complex administrative and technical duties related to employment processing, payroll and benefits management, labor negotiations, policy development and compliance enforcement. This role involves streamlining HR processes, leading initiatives, and ensuring compliance, while also acting as a vital connector between HR and other departments to support the district's goals. The position emphasizes mentorship, strategic influence, confidentiality, and the promotion of an inclusive work culture, requiring exceptional leadership skills and a commitment to HR excellence within the Imperial Community College District.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is distinguished by its leadership in coordinating HR operations and its role in strategic decision-making processes. Incumbents at this level serve as a subject matter expert (SME) in multiple human resource program areas, and exercise considerable latitude and independent judgment in decision-making to ensure the strategic, effective, and efficient planning and delivery of assigned human resources services. Designated as a confidential position, this role requires an individual with exceptional judgment, leadership qualities, and the ability to influence HR practices at the district.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Plans, directs oversees, leads, and assumes responsibility for the most complex and technical analytical functions within the District's Human Resources Department; areas of responsibility include, but are not limited to, recruitment and selection, job analysis and classification, compensation, employee training and development, benefits, workers' compensation, leave administration, background investigations, and employee relations;

Classification: Senior Human Resources Analyst / Range 4 / FLSA Status: non-exempt

participates in labor relations activities.

2. Lead and participate in strategic HR projects, serving as a key advisor to the CHRO and management on complex HR issues and best practices.
3. Coordinates the daily operations of the HR department, ensuring smooth and efficient functioning across all HR areas.
4. Enhance HR processes and systems, contributing to the development and implementation of efficient and effective HR practices.
5. Oversee the preparation and processing of employment documents, ensuring compliance with diversity and equal opportunity standards.
6. Conduct and supervise internal audits in collaboration with payroll, enhancing compliance with compensation regulations.
7. Lead recruitment efforts, establishing timelines, forming screening committees, and ensuring policy and legal compliance throughout the hiring process.
8. Drive HR-related research, compiling data and best practices to inform strategic decision-making and policy development.
9. Maintain comprehensive HR records, ensuring the security and confidentiality of sensitive information.
10. Spearhead the employee onboarding process, ensuring a seamless transition for new hires.
11. Participate in and lead classification and reclassification efforts, contributing to job description development and maintenance.
12. Facilitate grievance and conflict resolution processes, demonstrating expertise in collective bargaining agreements and labor relations in collaboration with the CHRO.
13. Manage personnel performance appraisal processes, providing training and support to supervisors and ensuring timely completion of appraisals.
14. Mentor HR staff, fostering professional development and operational excellence within the HR department.
15. Interpret, apply, and explain federal and state employment regulations, District policies, procedures, collective bargaining agreements and general information regarding personnel and equal employment opportunity / diversity programs to

Classification: Senior Human Resources Analyst / Range 4 / FLSA Status: non-exempt

employees, other district and governmental agency offices, students and the general public.

16. Attend staff meetings, conferences and workshops. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Methods, practices, terminology and procedures used in effective human resources administration.
- Recruitment, selection, and employment.
- Federal and State laws and regulations including California Education Code, Title IX, and California Government Code Title 5 as related to human resources.
- District policies and procedures related to human resources.
- Employee Relations and Organizational Effectiveness strategies.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical concepts and simple descriptive statistical and research methods.
- Interpersonal skills using tact, patience and courtesy.
- Records management techniques.
- Modern office practices, procedures and equipment.
- Computer software programs for data and word processing activities.
- Employee relations and organizational effectiveness strategies.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Mathematic concepts and simple descriptive statistical and research method.
- Principals and procedures of confidential record keeping.
- English usage, grammar, spelling punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

Skills and Abilities To:

- Perform, interpret, apply and explain complex rules, regulations, policies and procedures.
- Analyze situations objectively and make recommendations in the best interest of the district.
- Develop and maintain comprehensive records and reports.
- Provide accurate information on a variety of human resources related topics.
- Prepare and process a variety of forms, documents and records related to employment, benefits, payroll, collective bargaining agreements, retirement, and other related human resources programs.

Classification: Senior Human Resources Analyst / Range 4 / FLSA Status: non-exempt

- Research and compile data and generate complex reports, correspondence and documents.
- Maintain confidentiality of sensitive information.
- Make basic mathematical calculations accurately.
- Initiate, establish and maintain cooperative working relationships with others.
- Communicate effectively both orally and in writing.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, employees and the general public.
- Maintain a high level of time management and organization skills in order to schedule, track, and effectively meet expectations and project timelines.
- Work independently with minimal direction.

Education and Experience:

Any combination equivalent to an associate degree in human resources, human relations, or a closely related field and five (5) years of human resources experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office.

Physical Demands:

Work is performed primarily in a standard office environment with extended periods of time viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for

Classification: Senior Human Resources Analyst / Range 4 / FLSA Status: non-exempt

prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Hearing: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in a fast-paced environment with frequent interruptions and possible dissatisfied individuals.