



**DECEMBER 2018
FLSA: EXEMPT**

SENIOR HUMAN RESOURCES ANALYST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general supervision or direction, performs complex and varied professional and confidential work required to administer human resources programs including but not limited to recruitment, performance management, employee relations, benefits administration, labor relations, training and development, and/or compensation and classification analysis; responds to questions and inquiries from employees and management staff; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff.
Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the fourth of five (5) levels within the human resources job series. Employees at this level perform more difficult assignments, projects, analyses, and program administration receiving only occasional instruction or assistance as new or unusual situations arise. The Senior Human Resources Analyst has full and thorough knowledge of the concepts, practices, procedures, and policies of human resources administration. Responsibilities may include providing guidance on programs and/or projects and providing coaching and mentoring to lower level staff. This class is distinguished from the Principal Human Resources Analyst in that the latter is responsible for developing, implementing, and managing assigned programs, serving as an expert internal consultant and providing functional and technical direction to human resources staff, in addition to carrying sole responsibility for the development, implementation, and administration of the most complex programs that have a district-wide impact.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Develops and implements assigned human resource programs, which may include recruitment, performance management, training and development, employee relations, benefits administration, labor relations, compensation and classification analysis, and/or other special projects.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.
- Develops, implements, and administers the succession management program; researches best practices and implements improvements to meet District needs.
- Serves as a subject matter expert in employee relations activities; serves as a liaison to and provides advice and counsel to management and staff in the interpretation of human resources policies, procedures, contract provisions, and administering grievances; researches, analyzes, prepares, and

presents recommendations to management and executive management; arranges for or conducts personnel workplace investigations; monitors work of external investigators; manages and monitors budget for external investigators; responds to subpoenas and other requests; assists in responding to grievances and administering disciplinary actions; drafts disciplinary documents; conducts conflict resolution meetings as needed; negotiates settlement agreements with unions; participates in the negotiations process.

- Administers comprehensive employee benefit programs; responds to employee and retiree questions and complaints; interfaces with third-party administrators to resolve claims appeals and provides guidance in policy interpretation and plan documents; oversees member eligibility updates and monthly invoice preparation; communicates new and revised information to employees and carriers through various media; prepares and distributes quarterly benefit updates to employees; develops and conducts new employee orientation pertaining to benefits and retirement plans.
- Serves as subject matter expert to management with interpreting, implementing, administering, and enforcing the terms and conditions of collective bargaining agreements and meeting and conferring with bargaining unit representatives.
- Facilitates consultation to management and Board members on public sector labor relations and is responsible for preparing management proposals, conducting cost analysis on contract proposals, working with management and employee organizations to resolve issues and solve problems, and providing advice to management on the application of the federal and state laws affecting the Labor Relations Program.
- Provides assistance with labor dispute processes, such as grievance and impasse procedures, and confers with management and legal staff on resolving unfair labor practice charges.
- Researches, analyzes, and recommends changes in benefit program design and contract provisions; conducts focus groups to exchange information on District benefits with representative groups of employees; performs cost/benefit analyses.
- Administers various other employee assistance programs including flexible spending accounts and wellness programs; researches additional wellness education resources and programs; makes recommendations to management staff for implementation.
- Interprets and communicates compensation and classification policies and procedures to management staff; provides guidance on matters concerning Federal and State wage and hour laws.
- Collects and analyzes competitive salary information; assesses the District's market position and develops recommendations; researches alternative reward strategies and recommends methods of compensation to improve/enhance the District's position.
- Maintains and manages the District's classification plan; evaluates new positions or changes to work assignments to determine appropriate classification, pay range, and FLSA status; as necessary, performs desk audits to confirm/clarify job content; prepares new or revised class specifications.
- Makes recommendations for the development and revision of human resources documents, procedures, and forms; assists in the development of policies, regulations, and procedures.
- Conducts advanced research assignments, gathers data, and prepares reports for consideration by management; researches and proposes new programs and services related to area of assignment.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources; researches emerging products and enhancements and their applicability to District needs.
- May lead more complex recruitment efforts (i.e. for management and/or supervisory staff) including testing, selection, and offer; developing recruitment plans; developing and posting job announcements; performing candidate sourcing; screening and assessing candidates; and providing guidance to managers on the selection of qualified candidates.
- May provide leadership for the development, coordination and administration of the District's training programs, including identifying training needs; developing training modules in response to highly specialized needs in a wide variety of professional disciplines, as well as in response to specific employee performance and and/or disciplinary issues; and directing the administration of the

- District's learning management system.
- May mentor and train other human resources staff.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of human resources programs, such as recruitment and selection, equal employment opportunity, and affirmative action; employee and labor relations, including negotiations, the interpretation of laws, regulations, policies and procedures and workplace investigations; training and development; performance management; benefits administration; job analysis and classification; and/or compensation analysis and administration.
- Principles and applications of critical thinking and analysis.
- 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.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing guidance and training to less experienced staff.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature requiring the use of independent judgment and personal initiative.
- Provide guidance and training to less experienced staff.
- Resolve conflict through establishing workable solutions and alternative approaches.
- Train others on proper work procedures.
- Perform a variety of duties to administer assigned human resource programs.
- Apply critical thinking and analysis to a broad range of situations to solve problems and make decisions.
- 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.
- Communicate information and policy/program changes to employees.
- Provide management with guidance and counsel on matters having human resources impact.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solutions.
- Maintain confidentiality of critical and sensitive information, records, and reports.
- Maintain accurate files and records.
- Adhere to safe work practices and procedures in the workplace.
- 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.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in human resources, psychology, business or public administration, or a related field; AND
2. Three (3) years of work experience in human resource administration.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

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