

TITLE	CLASSIFICATION	SALARY RANGE
Human Resources Analyst, Senior	Management Team Classified Supervisor	12

SCOPE OF POSITION:

Under the direction of the Vice President, Human Resources, coordinate and administer a variety of human resources programs and services including Workers' Compensation, the Long Term Disability (LTD) Program, Adjunct Medical Benefits Program and the exit interview process; receive initial intake for allegations of unlawful discrimination, sexual harassment and Title IX complaints filed by employees and students; maintain confidentiality of privileged and sensitive information; provide guidance to staff on evaluations and employee conflict resolution issues.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serve as liaison for workers' compensation between the injured employee, the District's Workers' Compensation carrier and the medical provider; assist employees with medical appointments, forms and reports; correspond with and prepare reports for medical providers, the insurance company and the injured employee while the claim is in open status; provide related trainings to faculty and staff; initiate ergonomic recommendations or reasonable accommodations recommended by medical providers.
2. Receive initial intake for allegations of unlawful discrimination, sexual harassment and Title IX issues filed by employees and students; inform complainants of their rights, providing information regarding the District's policies related to unlawful discrimination and discussing the resolution process to their complaint; facilitate investigative meetings with concerned parties.
3. Assist the Americans with Disabilities Act (ADA) Coordinator with duties including coordinating the District's Reasonable Accommodation Program to ensure that employees, students and visitors with disabilities are accommodated according to established rules and regulations.
4. Intake employee requests for accommodation and conduct meetings with employees to confirm medical necessity; research and determine the most appropriate and cost effective method for the accommodation; coordinate employee requests in collaboration with the Manager, Environmental Health & Safety; prepare requisitions for the purchase or recommended equipment; manage the ADA/Reasonable Accommodation budget.
5. Serve as a member of the District Accessibility Committee (DAC); identify and make recommendations regarding removal of architectural, equipment and/or program barriers for persons with disabilities; collaborate with the Vice President regarding the District's ADA Transition Plan.
6. Assist the Vice President with responding to complaints filed with Federal and State agencies; participate in investigative interviews and filing reports and responses to appropriate agencies; assist with special projects.
7. Serve as department operations/generalist and/or backup to the various areas of Human Resources; respond to questions for other Human Resources staff members; ensure that appropriate resources are available to staff; participate in reviewing and revising District policies related to Human Resources; participate as a representative for the District's Emergency Preparedness Task Force.
8. Coordinate and schedule pre-placement examinations with appropriate Occupational Health agencies for prospective employees, including Peace Officer Standards Training (POST) and psychological evaluations; notify appropriate staff as clearances are received; reconcile related invoices for payment.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Coordinate and administer the District's LTD Program; meet with employees applying for the benefit; interpret and apply LTD contract provisions; complete LTD enrollment forms; compile payroll records and other documentation required by the carrier; serve as District liaison between the employee and carrier; compile census data for use by the District's broker for contract renewal.
10. Coordinate and administer the Adjunct Faculty Medical Benefits Program; manage open enrollment periods; collaborate with the Benefits Specialist to manage employee benefit eligibility and enrollment; respond to inquiries regarding District medical plans.
11. Coordinate the exit interview process; conduct interviews with employees resigning or retiring from the District; collaborate with appropriate departments to disable employee accounts, and to collect and return District equipment.
12. Receive and respond to unemployment claims and State disability claims filed by employees; assist with confirmation of District's response related to employee's eligibility for unemployment claims; assist with contract negotiations for the District's unemployment carrier.

KNOWLEDGE OF:

1. Human Resources policies, procedures and regulations.
2. District policies and procedures related to assigned activities.
3. State and Federal laws including ADA, Title IX, Title V and Title VII compliance and other laws, rules and regulations related to assigned areas and programs.
4. Collective bargaining agreements and management team guidelines and procedures.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.
7. Record-keeping techniques.

ABILITY TO:

1. Serve as District liaison for multiple programs, committees and insurance carriers.
2. Prepare accurate and comprehensive reports.
3. Maintain confidentiality of privileged and sensitive information.
4. Perform accurate mathematical calculations.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Establish and maintain cooperative and effective working relationships with others.
7. Operate a computer and assigned office equipment.
8. Analyze situations accurately and determine effective course of action.
9. Meet schedules and time lines.
10. Work independently with little direction.
11. Plan and organize work.
12. Supervise, train and evaluate assigned staff.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree in human resources or related field.

EXPERIENCE:

Increasingly responsible leadership in human resources.