



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Human Resources Analyst	
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
<b>RANGE:</b>	33	
<b>HOURS PER DAY:</b>	Up to 8	
<b>HOURS PER WEEK:</b>	Up to 40	
<b>MONTHS PER YEAR:</b>	Up to 12	
<b>REPORTS TO:</b>	Associate Vice President of Human Resources or designee	

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under general supervision of the Associate Vice President of Human Resources or designee, performs professional Human Resources generalist work and analyses in support of the District's academic and classified Human Resources functions; and other related duties as assigned.

Incumbents serving in positions assigned to this class have, in the regular course of duties, access to, and may possess information relating to, the employer's employer/employee relations.

The Human Resources Analyst is the intermediate level classification among the Human Resources Division support staff series. Positions allocated to this class experience extensive contact with the public and staff. Performance of duties requires a working knowledge of district policies, rules, regulations, collective bargaining contract provisions, the organizational structure, and the ability to maintain confidentiality.

This class is distinguished from the next higher level class of Human Resources Specialist in that the latter is the advanced working level class in the series and is expected to be able to perform varied and complex assignments independently and without detailed guidance or instructions. This class is distinguished from the next lower level class of Human Resources Technician in that the latter works with the guidance of professional staff to perform routine para-professional level tasks within a well-defined and limited scope of responsibility, with accountability for performing complex as well as routine tasks.

Incumbents in this position contribute to institutional effectiveness, and support student success by serving as the Human Resources main point of contact for classified, adjunct and full-time faculty, and/or executive/administrative employment. In addition, incumbents in this position assist other Human Resources Department staff with various job duties that provide support to the campus.

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**TYPICAL DUTIES***Essential Functions:*

- Greet office visitors and answer telephone calls; screen and direct calls and visitors to appropriate personnel; and take messages in the absence of the Human Resources Technician.
- Perform a variety of complex duties related to the recruitment, selection, employment, compensation and record maintenance of District personnel, assure compliance with county, state and federal regulations and guidelines concerning Human Resources administration.
- Ensure selected candidates meet the minimum requirements and/or comply with the equivalency process requirements established by the District, or by State law.
- Establish employment calendar annually for employees working less than twelve months per year, maintain related documentation and distribute to appropriate departments.
- Coordinate work assignments with the Lead HR Specialist in maintaining the District's authorization hiring and tracking process.
- Perform a variety of complex duties, preparing and processing a variety of confidential information including but not limited to assisting with salary analysis, upward mobility and reclassifications, along with other legal and compliance issues.
- Assist with the calculation of employee salary placements, enter information in to District software system and provide related documentation to the employee and appropriate departments.
- Maintain and process employee salary information in to integrated software system and provide related documentation to the employee and appropriate departments.
- Coordinate evaluation processes for employees.
- Provide and track appropriate documentation regarding the Affordable Care Act in accordance with county, state and federal regulations and guidelines.
- Assist in the preparation of materials for, and participate in, various training workshops.
- Function as the system administrator for computerized applicant tracking system including providing various reports on employee demographics to comply with government requirements.
- Develop and implement systems to ensure responsibilities are completed by deadlines and verify accuracy.
- Assist in the preparation of reports as required including retrieving, compiling and organizing information and data.
- Utilize the District's integrated software in performing the required duties of the position.
- Assist in the day-to-day activities of the office to assure efficient and effective office operations.
- Respond to requests for information from staff and the general public regarding District policies and procedures.
- Operate a variety of office equipment such as a computer, calculator, copy machine and scanning devices.
- Perform related duties as assigned.

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**EMPLOYMENT STANDARDS***Knowledge of:*

- Methods, practices, terminology and procedures used in working with various employee groups of the College.
- District organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal and telephone skills usage tact, patience, courtesy and etiquette.
- Computer software (word processing, spreadsheet, database)

*Ability to:*

- Perform a variety of clerical duties related to the day-to-day functioning of the department.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Type 50 words net per minute from clear copy.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Be organized and thorough in assigned tasks.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Work efficiently with many interruptions.
- Operate a variety of office equipment such as computers, calculators, copiers and scanning devices.
- Make arithmetic calculations quickly and accurately.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.

*Physical Ability to:*

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;

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- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation

**QUALIFICATIONS**

*Education Required:*

Required

- Any combination equivalent to: graduation from high school or its equivalent.

Preferred

- AA degree preferred, including or supplemented by Human Resources, psychology and/or computer assisted office management courses.

*Experience Required:*

- 3 years of progressively responsible technical or clerical experience involving the implementation of processes; preferably including community college, school district, or other educational agency; and/or experience in a Human Resources Department. (Education beyond an AA may be substituted for up to two years of related experience, on a year-for-year basis.)

**Or any equivalent combination of education and experience.**

*Other Required or Preferred Qualifications:*

- Possess typing certificate demonstrating at least 50 wpm.

**APPROVALS**

Date Created/Revised: 05-29-2015

Cabinet Reviewed: 06-02-2015

Board Approved: 09-09-2015

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)