

**San Jose/Evergreen Community College District
Confidential Job Description**

Position: Human Resources Analyst, Senior

Department: Human Resources

POSITION PURPOSE

Under general supervision, the Human Resources Analyst, Senior performs advanced professional, technical and analytical duties in support of specialized human resources functional areas and processes including human resources employee relations, compliance, mandated and operational reporting and recordkeeping, labor relations, recruitment and selection, onboarding of employees, classification, compensation, benefits, development and implementation of professional development and performance management; participates in labor negotiations; may lead projects and provide lead-level guidance to Human Resources staff and student workers; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst, Senior is distinguished from other classes in the series in that incumbents provide advanced journey, professional services requiring specialized and in-depth knowledge of human resources functions, technology and the implementation of District policies, procedures and collective bargaining agreements.

Incumbents assigned to the classification are exposed to sensitive collective bargaining information and materials during the negotiating process and are designated as a Confidential classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Oversees and participates in the day-to-day operations and service delivery of assigned human resources functions; assists managers, faculty and staff with understanding routine to complex processes, requirements and rules; assists employees complete forms including those requiring additional information or that have been escalated from standard processes.
2. Oversees the collection, analysis and reporting of data used by the Vice Chancellor and/or Director of Human Resources for organizational analyses, contract negotiations and compliance reporting; provides data and analysis for annual staffing plans including faculty and instructors; conducts research, surveys and studies regarding compensation, benefits and other human resource management issues; drafts plans, reports, District positioning statements, memorandums of understanding, and other documents.
3. Participates in collective bargaining and meet-and-confer negotiations with employee groups; collects and analyzes data for use in regular meetings with union and in formulating negotiations proposals; reviews and updates personnel handbooks and manuals; administers labor agreement provisions; serves as a resource to managers and supervisors on collective bargaining agreements; maintains and updates collective bargaining agreements post negotiations and creates additional documents, forms and procedures as needed.
4. Supports the District Title IX Coordinator to ensure compliance with state and federal laws; provides ongoing assistance and coordination regarding Title IX requirements, grievance issues, and compliance programs; conducts internal investigations of complaints for alleged discrimination and/or harassment, whistleblowers or employee misconduct; interviews complainants, respondents, and witnesses; obtains and reviews documents and other relevant materials from complainant and/or respondent; writes investigation reports and recommendations for resolution and determination; maintains District case files.

5. Represents the District and liaises with state and governing agencies; researches and gathers information, documents and data requested for investigations and mandated reporting and compliance activities including those related to the Chancellor's Office, Department of Labor, Equal Employment Opportunity Commission (EEOC), Civil Rights Department (CRD), Office of Civil Rights (OCR), and Public Employment Relations Board (PERB); participates in audits and discovery.
6. Participates in the District's employee relations program and activities; oversees the District's employee performance assessment process and schedules; communicates with employees and administrators to monitor the employee relations environment, researches situations and initiates proactive resolution of developing issues; monitors employee and student complaints and recommends appropriate action.
7. Leads and coordinates staff and outside consulting resources in Districtwide studies and in the development and application of new methods and processes to achieve higher efficiency and quality in department work processes; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
8. Oversees the design and implementation of employee recruitment and selection programs; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; updates and maintains job descriptions for recruitments; may personally conduct recruitment and selection activities for executive and complex professional-level classes.
9. Administers, sources, and facilitates professional development and mandated training programs; participates in the identification of training needs; develops and maintains training calendar, online and customized training programs and materials, including facilitator guides, participant workbooks, presentations, and job aids; tracks training completion records in HRIS and generates reports for analysis and improvement.
10. Serves as a department liaison with Information Technology Solutions and Services for the Human Resources module in the Human Resources Information System (HRIS); ensures accuracy and efficiency of human resources data in HRIS; represents the department at meetings and in discussions regarding system changes/problems and makes recommendations for improvement.
11. Creates timely production of reports from the system as required by the Human Resources Department, the District, the State Chancellor's Office, and/or other regulatory agencies; queries the District reporting system for data in response to requests for information from management and bargaining units; creates reporting templates and master reports for other Human Resources stakeholders.
12. May represent the department or serve on committees; attends District, local, regional, state and national conferences, meetings, workshops and training seminars as directed.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Policies, procedures, and regulations pertaining to systems and compensation in a public sector organization.
2. Employee relations principles and practices.

3. Labor relations principles and practices, including negotiation and contract administration.
4. Principles, practices and techniques of human resources management, including recruitment, testing and selection, classification and job analysis, performance planning and appraisal, and compensation administration.
5. Research methods and analysis techniques.
6. Principles and practices of effective management and supervision.
7. Advanced operational knowledge of HRIS, position control, payroll and system auditing.
8. Mathematical and/or statistical analysis and techniques of classification, compensation, and salary administration.
9. Federal, state and other applicable laws and regulations and District policies and procedures governing human resources including applicable sections of the California Education Code, Title IX, Title 5, Americans with Disability Act, Family Educational Rights and Privacy Act (FERPA).
10. Principles, practices, methods and techniques of program analysis and planning and management as applicable to assigned area.
11. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
12. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan and implement assigned human resources functions, services, policies and guidelines.
2. Understand, interpret, explain and apply District, state and federal policies, laws, regulations and court decisions governing the District's human resource management program including case law, Board Policies and Administrative Procedures and collective bargaining agreements.
3. Consult effectively with administrators and supervisors to develop solutions to difficult organizational and people management issues.
4. Evaluate human resource management practices and make sound recommendations for improvement.
5. Research, collect and analyze accurate and relevant data and facts from multiple sources and through investigations.
6. Analyze training needs, design training and curriculum, and evaluate training.
7. Demonstrate excellent writing, training and presentation skills.
8. Maintain confidential and administrative records and files.
9. Plan and organize work to meet schedules and timelines.
10. Provide accurate and timely reporting and accountability.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer, assigned office equipment and standard business applications; utilize HRIS, payroll and reporting systems for entering and extracting data and reports.

Education and Experience:

1. A bachelor's degree from an accredited college or university with major course work in human resources management or a related field.

2. Three years of experience in professional human resources.
3. Experience developing and conducting trainings.
4. Advanced computer skills sufficient to extract data and prepare reports; ability and willingness to learn new technology.
5. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
6. As assigned, demonstrated knowledge, formal training and experience in conducting investigations for complaints, grievances and unlawful workplace allegations.

Desirable Qualifications:

1. Experience working at a higher-education institution is preferred.
2. Experience in complex Human Resources Information System operation or knowledge of human resources practices in a large personnel operation.
3. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than the assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025
Salary Range: C-135
EEO Category: 2B2- Other Professionals