

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

Position: Human Resources Analyst – Confidential

Department: Human Resources

POSITION PURPOSE

Under general supervision, the Human Resources Analyst performs 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; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Analyst is distinguished from other classes in the series in that incumbents provide professional services requiring specialized knowledge of one or more human resources functions and assists in implementing District programs, 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. Participates in the day-to-day operations and service delivery of assigned human resources functions; assists managers, faculty and staff with understanding department processes, requirements and rules; assists employees resolve issues, complete forms and enroll in benefits and human resources programs, screens employee complaints and recommends appropriate action.
2. Performs data entry and ensures accuracy of employee master files in the District's HRIS system; reviews and monitors staff and faculty personnel transactions for regular, part-time and temporary employees; ensures accuracy of salary placement and pay adjustments calculations for out-of-class and other extraordinary pay; participates in employee onboarding and explains District programs; administers employee promotions, transfers and separation processes.
3. Coordinates with academic departments on the timely and accurate production of faculty and adjunct instructor contracts; monitors and ensures all faculty loads comply with the California Education Code and Collective Bargaining Agreement and are correctly processed through Human Resources and Fiscal Services.
4. Collects, analyses and reconciles large data sets used for a variety of reports including those related to faculty load calculations, payroll processes, compliance reporting, and placement of student temporary and hourly employees; maintains records regarding use of temporary employees and time worked; works with Fiscal Services and Payroll to reconcile data and resolve discrepancies; drafts reports, training materials and other documents.
5. Participates in collective bargaining and meet-and-confer negotiations with employee groups; collects and analyzes data for use in regular meetings and contract negotiations; serves as a resource to managers, supervisors and employees on provisions of collective bargaining agreements.

6. Creates timely production of reports from the HRIS as required by the Human Resources department, the District, the State Chancellor's Office, and/or other regulatory agencies; supports requests from Human Resources stakeholders for data from the HRIS systems.
7. Liaises with state and governing agencies; researches and gathers information, documents and data requested by management for mandated reporting and compliance activities including those related to the Chancellor's Office, Department of Labor, Equal Employment Opportunity Commission (EEOC) and pension funds.
8. Participates in Districtwide studies and in developing and applying new methods and processes to achieve higher efficiency and quality in department work processes.
9. Participates in the implementation of employee recruitment and selection programs; conducts recruitment and selection activities including working with selection committees, posting jobs, reviewing candidates' applications and administering testing, and working directly with applicants and candidates.
10. Assists in classification, task analysis and job restructuring studies; assists in reclassification analysis; assists in developing and revising class specifications and making salary placement recommendations; may draft Board agenda reports for hires, resignations and salary.
11. Facilitates professional development, employee informational workshops and mandated training programs; develops and maintains customized program materials, including facilitator guides, participant workbooks, presentations, and job aids; tracks training completion records in HRIS and generates reports for analysis and improvement.
12. May provides work guidance and training to lower-level Human Resources staff.
13. May serve on committees; attends and participates in professional group meetings and various District committee and department meetings; remains current on human resources-related laws, regulations, collective bargaining agreements, processes and procedures applicable to assigned position.
14. Provides backup to other Human Resources staff.
15. 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. Basic employee relations principles and practices.
3. Basic 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. Operational knowledge of HRIS and payroll systems.
7. Mathematical and/or statistical analysis and techniques of classification, compensation, and salary administration.
8. 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) at a level applicable to assigned duties.

9. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Implement assigned human resources functions, services, policies and guidelines.
2. Understand and provide appropriate resources and solutions to requests for information or assistance.
3. Research, collect and analyze accurate and relevant data and facts from multiple sources.
4. Review, reconcile and maintain accurate HRIS data, files, records and large amounts of data prepared by others in a timely manner.
5. Use sound judgement, technical and analytical skills to research and resolve complex problems.
6. 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.
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. One year of experience in professional human resources or four years of paraprofessional human resources.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, 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.

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-125

EEO Category: 2B2- Other Professionals