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

**Position:** Senior Human Resources Analyst – Systems & Classification  **Department:** H.R.

**College:** District Office                                                            **Date:** 7/1/2017

## POSITION PURPOSE

The Senior Human Resources Analyst – Systems & Classification is responsible for planning, organizing and coordinating the Human Resources Information System for the District. This position investigates complex issues, evaluate alternatives and recommend appropriate solutions to the HR related application programs. This position also performs a variety of professional, technical and analytical tasks involved in maintaining the District's classification and compensation systems.

## NATURE and SCOPE

Under the general direction of the Vice Chancellor of Human Resources, the Senior Human Resources Analyst – Systems & Classification maintains the Human Resources Information Systems and serves as the primary resource for system and reporting customization in assigned area. This position coordinates and processes all of the compensation activities for classified, confidential, supervisory, and management positions in the District.

## KEY DUTIES and RESPONSIBILITIES

1.  Serve as a department lead on assigned areas of the Human Resources module in the HR Information System. Document processes, update system tables, and research for solutions on complex system issues.

2.  Coordinate, test, track, and maintain Human Resources data in the Human Resources Information System (such as Ellucian) to ensure data consistency and system functionality.

3.  Act as the District's trouble shooter and primary reference during initial implementation of new salary schedules and system upgrades.

4.  Interface with Payroll and Budget departments to ensure accuracy of data as it relates to their respective systems.

5.  Work in coordination with the Information Technology Support & Services Department to identify, develop and respond to changing and/or new program needs.

6.  Represent District at meetings/discussions regarding system changes/problems and make recommendations for improvement.

7.  Design and query the District Reporting system (such as CROA) for data in response to requests for information from management and bargaining units; create reporting templates and master reports for other Human Resources stakeholders.

8.  Provide professional level staff work in the analysis, research, writing and preparation of reports, correspondence, charts and memoranda.

9.  Create 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.

10. Provide training to appropriate District staff on changes relating to the Human Resources Information System.

11. Collect, analyze, and develop occupational data concerning jobs, job qualifications and job characteristics to maintain the District Classification System.

12. Conduct complex classification and reclassification studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; develop new jobs, classes, and classifications; and revise existing classification specifications.

13. Research employment and salary histories, conduct salary surveys and classification studies, and respond to inquiries from employees and the public.

14. Assist the Vice Chancellor of Human Resources with union contract negotiations as they relate to total compensation, including conducting research, statistical analysis, benefit/salary surveys and developing new salary schedules.

15. Interact with external entities in the collection, analysis, and comparison of internal/external classification and compensation information.

16. Serve as a technical resource for the other human resources applications such as HireTouch and Maxient.

17. Perform other duties as assigned.


## EMPLOYMENT STANDARDS

**Knowledge of:**

1. Policies, procedures, and regulations pertaining to systems and compensation in a public sector organization.

2. Human Resources software, position control, and system auditing, including computerized spreadsheets, word-processing, email and database software.

3. Mathematical and/or statistical analysis and techniques of classification, compensation, and salary administration.

4. Business Intelligent concepts and objects used in analytical reporting system.

5. Research methods, analysis and techniques.

6. Modern office practices, procedures, and equipment.

7. Technical aspects of field of specialty.


**Skills and Abilities:**

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, 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.

2. Work independently with minimal supervision.

3. Maintain the confidentiality of non-public information.

4. Interpret, apply and explain rules, regulations, policies, and procedures.

5. Establish and maintain cooperative and effective working relationships with others.

6. Operate a computer, assigned office equipment and applicable software.

7. Plan, implement and monitor a programmed approach to problem resolution.

8. Organize and analyze data and utilize appropriate problem-solving skills.

9. Communicate tactfully and effectively both in writing and orally to management, faculty, staff, and the general public.

10. Coordinate and support special projects.

**Education and Experience:**

1. Bachelor's degree from an accredited college or university with major course work in human resources management, business administration or a related field.

2. Three years of professional human resources work experience.

3. Advanced computer experience or demonstrated skill, specifically with database functionality and maintenance.

**Preferred Qualifications:**

1. Experience in complex Human Resources Information System operation; or knowledge of human resources practices in a large personnel operation.

2. Advanced computer skills sufficient to extract data and prepare reports; ability and willingness to learn new technology.

3. Experience with spreadsheet software and ability to manipulate data on spreadsheets.

**Working Conditions:**

1. Typical office environment.

Date Approved:  6/13/17
Salary Range:  C-135 (reclassified from HR Analyst –Systems & Classification C-122)
EEO-Category: 2B2 Other Professionals