SENIOR HUMAN RESOURCES ANALYST

BASIC FUNCTION

Under the direction of the Chief Human Resources Officer, the Senior Human Resources Analyst plays a crucial role in leading and coordinating the daily operations of the HR department. This position involves a higher level of leadership, overseeing and participating in complex administrative and technical duties related to employment processing, payroll and benefits management, labor negotiations, policy development and compliance enforcement. This role involves streamlining HR processes, leading initiatives, and ensuring compliance, while also acting as a vital connector between HR and other departments to support the district's goals. The position emphasizes mentorship, strategic influence, confidentiality, and the promotion of an inclusive work culture, requiring exceptional leadership skills and a commitment to HR excellence within the Imperial Community College District.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is distinguished by its leadership in coordinating HR operations and its role in strategic decision-making processes. Incumbents at this level serve as a subject matter expert (SME) in multiple human resource program areas, and exercise considerable latitude and independent judgment in decision-making to ensure the strategic, effective, and efficient planning and delivery of assigned human resources services. Designated as a confidential position, this role requires an individual with exceptional judgment, leadership qualities, and the ability to influence HR practices at the district.

ESSENTIAL DUTIES & RESPONSIBILITIES
The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Plans, directs oversees, leads, and assumes responsibility for the most complex and technical analytical functions within the District's Human Resources Department; areas of responsibility include, but are not limited to, recruitment and selection, job analysis and classification, compensation, employee training and development, benefits, workers' compensation, leave

Classification: Senior Human Resources Analyst / Range 4 / FLSA Status: non-exempt

participates in labor relations activities.

2. Lead and participate in strategic HR projects, serving as a key advisor to the CHRO and management on complex HR issues and best practices.

3. Coordinates the daily operations of the HR department, ensuring smooth and efficient functioning across all HR areas.

4. Enhance HR processes and systems, contributing to the development and implementation of efficient and effective HR practices.

5. Oversee the preparation and processing of employment documents, ensuring compliance with diversity and equal opportunity standards.

6. Conduct and supervise internal audits in collaboration with payroll, enhancing compliance with compensation regulations.

7. Lead recruitment efforts, establishing timelines, forming screening committees, and ensuring policy and legal compliance throughout the hiring process.

8. Drive HR-related research, compiling data and best practices to inform strategic decision-making and policy development.

9. Maintain comprehensive HR records, ensuring the security and confidentiality of sensitive information.

10. Spearhead the employee onboarding process, ensuring a seamless transition for new hires.

11. Participate in and lead classification and reclassification efforts, contributing to job description development and maintenance.

12. Facilitate grievance and conflict resolution processes, demonstrating expertise in collective bargaining agreements and labor relations in collaboration with the CHRO.

13. Manage personnel performance appraisal processes, providing training and support to supervisors and ensuring timely completion of appraisals.

14. Mentor HR staff, fo (ec)4 (t)2 Tw 0.26 0 Td(HR)Tj0 Tc 0 Tw ( )Tj0.00a (of)2 Td(5(o)1 Tc 0 Tw 4.

employees, other district and governmental agency offices, students and the general public.

16. Attend staff meetings, conferences and workshops. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Methods, practices, terminology and procedures used in effective human resources administration.
- Recrpi.006 Tw 0.26 0 p4 Tc -0.004 Tw 0.25 0 r Td( )TjEMC /mffed( )Tj0.004 Tc p4 Tc -0.004 T

- Research and compile data and generate complex reports, correspondence and documents.
- Maintain confidentiality of sensitive information.
- Make basic mathematical calculations accurately.
- Initiate, establish and maintain cooperative