

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **HUMAN RESOURCES ANALYST I / II / SENIOR**

GRADE LEVEL: M2 / M4 / M7

SUPERVISOR TITLE: Director of Human Resources

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, performs variety of technical Human Resources duties. Duties include administering and monitoring employee benefit plans, and reconciling monthly billings. Processing and monitoring of workers' compensation reports, accident forms and settlement information. To include maintaining workers compensation record keeping. Assisting employees with enrollment and benefit dispute resolution. Coordinating and conducting recruitment and placement activities, assisting employees and Managers with interpretation and clarification of District policies. General support of the Human Resource function related to the recruitment, retention, and termination of District employees and retirees; processes employee benefit related documents

CLASS CHARACTERISTICS

Human Resources Analyst I

This is an entry-level position in the Human Resources Analyst class series. Positions assigned to this level perform a limited or routine range of technical human resources duties. Because employees in classification at this level may be in training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

Human Resources Analyst II




This is a journey level position in the Human Resources Analyst class series. Positions assigned to this level perform a full range of technical human resources duties. Because employees in classifications at this level are expected to be fully trained and competent, such position requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

Senior Human Resources Analyst

This is an advanced journey level position in the Human Resources Analyst class series. This class acts as the senior analyst within the human resources division providing guidance, training, and technical supervision to District professional and technical staff. Incumbents perform the more complex and difficult duties and oversee significant projects linked to department and District strategies. Incumbents in this class use independent judgment and frequently and independently carry out general administrative assignments. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

Human Resources Analyst I

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Process, record and monitor workers' compensation report forms, accident reports and settlement information; maintain first aid, injury and OSHA logs; maintain workers' compensation record keeping and case management; communicate with third party administrator and medical personnel regarding employee injuries; participate on the Safety Committee in support of the District Safety Program
-  Administer District benefit plans; assist employees with benefit enrollment changes, questions, and dispute resolution to include reviewing billings, recommending payment of plan premiums, and collecting and reviewing documentation for completion; perform monthly reconciliation of billings; coordinate annual open enrollment processes; prepare annual census data report for RFP's
-  Arrange for DMV and random drug screen checks; prepares, maintains and audits employer pull notices from the DMV for commercial drivers to ensure compliance with Department of Transportation regulations; monitor expirations for commercial licensing and medical examination requirements; respond to random audits of Department of Transportation records by the California Highway Patrol

- ✎ Conduct recruitment and placement activities, including conducting needs assessments, developing selection guidelines, creating job postings, preparing employment bulletins, placing ads, reviewing and screening applications, selecting candidates for testing and interviewing, directing interviews according to established guidelines, and conducting background checks
- ✎ Secure and maintain all documentation concerning employment status with the District; process and document all changes in pay, performance, promotions, terminations, resignations, and retirements
- ✎ Maintain secure documentation and filing of employee personnel files and confidential health, medical and legal records to ensure compliance with District records retention policies; audit, maintain and update immunization logs for employees required to maintain certain vaccinations
- ✎ Conduct a variety of District surveys; compile, analyze and generate reports of survey data; provide classification, compensation, and benefits information to other organizations; complete surveys for outside agencies
- ✎ Process, track and coordinate requests for the District's Education Assistance and Personal Purchase Equipment Programs; ensure programs remain within annual budget; maintain logs for employee training and certification
- ✎ Conduct new employee orientation sessions; process paperwork and forms; explain District human resources policies and procedures; provide information on benefit plans and enrollment decisions required; assemble and distributes benefit plan descriptions, promotional materials, and notices in compliance with federal requirements; provide COBRA Third Party Administrator with information to ensure notifications are in compliance
- ✎ Perform research projects; compile results and draft reports and recommendations; generate and compile statistical reports
- ✎ Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ District's "Employees' Policies and Procedures", operations and specific rules of the District, together with the ability to apply them with good judgment
- ✎ Principles and practices of employee benefit administration, workers' compensation, safety and related record keeping
- ✎ Principles and practices of recruitment, screening, testing and selection
- ✎ Federal and state laws and regulations applicable to human resources functions, including the maintenance of personnel, legal and medical records
- ✎ Principles of data collection, evaluation and presentation

- ✎ District HR information system
- ✎ Business grammar, punctuation and spelling
- ✎ Principles and procedures of record keeping and reporting
- ✎ Principles of business writing
- ✎ Modern office and filing methods
- ✎ Microsoft Word, Excel and human resource information systems
- ✎ Proper work safety standards

Ability to:

- ✎ Perform work requiring sound independent judgment, accuracy and set priority of assignments
- ✎ Understand, interpret, explain and apply rules and regulations
- ✎ Collect, compile, analyze and present survey information in memos, reports or correspondence
- ✎ Formulate solutions to personnel-related problems
- ✎ Administer and coordinate department programs independently
- ✎ Communicate effectively with employees, retirees and third party administrators with regard to personnel and safety related issues
- ✎ Recommend and implement new procedures and forms
- ✎ Effectively represent the District's employment functions with employees and the public
- ✎ Operate personal computer and generate standard and complex reports
- ✎ Convey a positive and professional image to applicants, employees, and the public; work effectively with both employees and managers
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Maintain a highly confidential nature of personnel work
- ✎ Establish and maintain cooperative working relationships

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: One (1) to two (2) years or more years of increasingly responsible experience in the field of Human Resources or two (2) years as a Human Resources Assistant II

Training: Equivalent to an associate of arts degree with major course work in human resources/personnel.

Licenses and Certificates:

- ✎ Valid California driver's license, required
- ✎ Certificate in human resource management preferred
- ✎ Active participation in at least one (1) professional personnel organization
- ✎ Continuing education in the field of human resources

*In addition to the qualifications for **Human Resources Analyst I:***

Human Resources Analyst II

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Administer District benefit plans; assist employees with benefit enrollment changes, questions, and dispute resolution to include reviewing billings, recommending payment of plan premiums, and collecting and reviewing documentation for completion; perform monthly reconciliation of billings; coordinate annual open enrollment processes; prepare annual census data report for RFP's
- ✎ Consult with managers and supervisors on disciplinary and other employee relations issues and assist with reviewing documentation for minor discipline; consults with employees and their representatives and assist in the resolution of routine disputes, and policy interpretations; provide assistance and support to Director of human resources, managers and supervisors in conducting employee terminations
- ✎ Conducts organizational and position classification studies; audits and prepares new or modified job analysis documents and class specifications; recommends changes regarding incumbents, classes, and class series; designs and conducts special survey and studies regarding compensation and other human resource management issues; recommend salary structure changes based on studies and analyses
- ✎ Administer and track FMLA, medical, personal, and military leaves of absence; provide information and guidance to employees and management on District policies and procedures
- ✎ Plan and implement employee recruitment and selection activities for assigned job classes; confer with managers and supervisors on job demands and appropriate requirements; develop and conduct outreach recruitment programs and activities to obtain qualified and diversified candidates; develops job postings, opportunity notices, advertisements and other recruitment materials; screens applicant qualifications and notifies internal candidates if they do not meet minimum job qualifications

- ✎ Conduct job analyses to identify job requirements and associated knowledge, skills and abilities; develops and administers job-related selection procedures including job skill exercises; plan, coordinate, and serve on interview panels; conducts background and reference checks; respond to applicant and candidate questions and concerns
- ✎ Compile, calculate, and project annual Human Resources Department budget figures
- ✎ Administer and implement the District's benefit plan and ensure compliance with applicable laws and regulations. Acts as the liaison between employees and insurance representatives including the District's benefit broker (on an as needed basis); participates in cost/benefit analyses, evaluations, and surveys.
- ✎ Participate in communicating and administering District benefit plans to employees, retirees, and the Board of Directors
- ✎ Provide classification, compensation and benefits information to other organizations
- ✎ Represent the District on various committees (i.e. Lawson Core Team, WUHRC)
- ✎ Conducts Interactive Process Meetings, to include Long Term Disability (LTD), and CalPERS Disability Retirement Election benefits
- ✎ Participate in the labor negotiations and employee/employer relations process; participates in contract negotiations with employee association representatives
- ✎ Lead and participate in administering and maintaining the Districts HR information systems and payroll system interface; oversees the maintenance of personnel records and specialized and confidential files
- ✎ Assist in the developing and monitoring performance against annual Human Resources Department budgets
- ✎ Responsible for analytical reports to the Department of Labor (DOL) EE01-EE04
- ✎ Oversee, provide guidance, and delegate projects to lower level staff
- ✎ Responsible for the E-Verify program; approved Custodian of Records for the Department of Justice
- ✎ Systems Administrator for the CalPERS information systems
- ✎ Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles, practices, and techniques of public personnel administration, including recruitment, testing, and selection, classification and job analysis, compensation and benefits analysis and administration, EEO/affirmative action, employee relations, employee development and performance planning and appraisal
- ✎ Basic principles and practices of employee and labor relations, including negotiation and contract administration practices

- ✎ Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility
- ✎ District personnel policies and MOU provisions

Ability to:

- ✎ Present proposals and recommendations clearly and logically
- ✎ Represent human resources effectively in dealings with employees and employee organization representatives on a variety of issues
- ✎ Conduct comprehensive and probing applicant interviews for all levels in the organization
- ✎ Communicate effectively in writing and verbally in meetings and before groups
- ✎ Prepare clear, concise accurate and persuasive reports, correspondence, analytical studies and other written materials
- ✎ Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Three (3) to Four (4) or more years of increasingly responsible professional human resources experience or two (2) years as a Human Resources Analyst I, preferably with a governmental or public agency

Training: Equivalent to graduation from a four-year college or university with major coursework in public or business administration, human resources, psychology, or related field

Licenses and Certificates:

- ✎ Valid California driver's license, required
- ✎ Human Resources Professional Certification (PHR, SPHR), desirable

*In addition to the qualifications for a **Human Resources Analyst II**:*

Senior Human Resources Analyst

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Interpret and explain District human resources policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility; assist District employees with objections to the District Policy and Procedure Manual; assist employees and managers in accessing information and interpreting and analyzing policies related to labor relations; develops policies and procedures as needed
- ✎ Formulate short and long-term training plans and objectives/succession plans; develop, deliver, and recommend outside vendors to deliver training programs and workshops on a variety of topics
- ✎ Develop goals, objectives, policies, and procedures for assigned functions
- ✎ Participate in the labor negotiations and employee/employer relations process; participates in contract negotiations with employee association representatives; may act as a member of the negotiating team if needed
- ✎ Work with and assist outside counsel in representing the District during litigation
- ✎ Perform specific duties of the Director of human resources in that individual's absence (i.e. present reports to the Board and/or GM, oversee lower level human resources staff, and other duties as needed)
- ✎ Responsible for analytical reports to the Department of Labor (DOL) EE01-EE04
- ✎ Oversee, provide guidance, and delegate projects to the lower level staff human resources administrative assistant
- ✎ Participate in preparing for and defending EEOC, EDD, and worker's compensation claims filed against the District
- ✎ Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles, practices, and techniques of public personnel administration, including recruitment, testing, and selection, classification and job analysis, compensation and benefits analysis and administration, EEO/affirmative action, employee relations, employee development and performance planning and appraisal
- ✎ Basic principles and practices of employee and labor relations, including negotiation and contract administration practices

- ✎ Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility
- ✎ District personnel policies and MOU provisions

Ability to:

- ✎ Present proposals and recommendations clearly and logically
- ✎ Represent human resources effectively in dealings with employees and employee organization representatives on a variety of issues
- ✎ Conduct comprehensive and probing applicant interviews for all levels in the organization
- ✎ Communicate effectively in writing and verbally in meetings and before groups
- ✎ Prepare clear, concise accurate and persuasive reports, correspondence, analytical studies and other written materials
- ✎ Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations
- ✎ Select, train, and evaluate subordinates

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) or more years of increasingly responsible professional human resources experience preferably with a governmental or public agency with a minimum of two (2) years of supervisory experience or equivalent (i.e., supervisory training, and/or supervising a project or team)

Training: Equivalent to graduation from a four-year college or university with major coursework in public or business administration, human resources, psychology, or related field

Licenses and Certificates:

- ✎ Valid California driver's license, required
- ✎ Human Resources Professional Certification (PHR, SPHR), desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional travel by automobile conducting District business

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date