

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: January 4, 2023

POSITION TITLE: HUMAN RESOURCES ANALYST I / II / SENIOR

GRADE LEVEL: M5 / M11 / M15

SUPERVISOR TITLE: Director of Human Resources

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, performs a full range of human resources functions including recruitment and retention, benefits administration, employee relations, labor relations, recordkeeping/administration, and general human resource activities for District employees and retirees. Activities may include reconciling monthly billings, open enrollment and benefit dispute resolution.

CLASS CHARACTERISTICS

Human Resources Analyst I

This is an entry-level position in the Human Resources Analyst class series. Employees assigned to this level perform a limited or routine range of technical human resources duties. Employees in classification at this level may be in a training capacity and, as such, may 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. Employees assigned at this level perform a full range of technical human resources duties. Employees in classifications at this level are expected to be fully trained and competent and, as such, require 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 level serves as the senior analyst within the human resources division providing guidance, training, and technical supervision to District professional and technical staff. Incumbents perform at an advanced level and complete more complex and difficult duties, overseeing significant projects linked to the 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):

- ✎ Administers the District's benefit plans; assists employees with benefit enrollment changes, questions, and dispute resolutions to include reviewing billings, recommending payment of plan premiums, and collecting and reviewing documentation for completion; performs monthly reconciliation of billings; coordinates annual open enrollment processes; prepares annual census data report for RFPs
- ✎ Maintains the District's Department of Motor Vehicle Program and FMCSA Drug and Alcohol Testing Program, ensuring compliance with the Department of Transportation regulations
- ✎ Monitors and coordinates employee commercial licensing and medical examination requirements; responds to audits of DOT records by the California Highway Patrol ensuring compliance and successful completion of audits
- ✎ Performs all activities for the recruitment life cycle, including developing selection guidelines, creation of job postings, and screening applications for interview
- ✎ Conducts employment background checks, ensuring established guidelines are in accordance with District policy and regulatory requirements
- ✎ Processes paperwork to support employee status changes in pay, performance, promotions, terminations, resignations, and retirements, as needed
- ✎ Maintains employee files, ensuring confidentiality of information in accordance with District records retention policies and applicable regulatory requirements
- ✎ Responds to request for information from both internal customers and external organizations, including completing surveys from outside agencies, as needed

- ✎ Administers the District's Education Assistance and Personal Purchase Equipment Programs, ensuring programs remain within budget requirements and required documentation is maintained
- ✎ Conducts new employee orientation, ensuring all required paperwork is completed and reviews District policies and procedures with employee. Facilitates start date with departments to support a smooth transition as an employee of the District
- ✎ Provides assistance to the Safety/Risk Officer in administering the Workers' Compensation Program, as needed
- ✎ Participates on the Safety Committee in support of the District Safety Program
- ✎ Performs research on assigned projects to include compiling, analyzing, and generating recommendations and reports, as needed
- ✎ Creates a wide range of administrative documents, reports, correspondence, and presentations
- ✎ Performs other duties as assigned

QUALIFICATIONS

Basic Knowledge of:

- ✎ The District's policies, operations, and human resource specific rules and the ability to interpret and apply them appropriately
- ✎ Principles and practices of employee benefit administration, workers' compensation, and related record keeping
- ✎ Principles and practices of all recruitment activities
- ✎ 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 Human Resources information system and Microsoft Office Suite
- ✎ Principles of business writing, grammar, punctuation, and spelling
- ✎ Principles and procedures of record keeping and reporting
- ✎ Modern office and filing methods
- ✎ General work safety standards

Ability to:

- ✎ Perform work independently, with sound judgment, accuracy, and ability to set priorities
- ✎ Understand, apply, and communicate policies and/or regulatory requirements
- ✎ 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 at employment functions
- ✎ Operate personal computer and generate standard and complex reports
- ✎ Present a positive and professional image to applicants, employees, and the public
- ✎ Establish effective working relationships with employees and managers
- ✎ Comply with the District's Safety, Health, and Environmental policies
- ✎ Maintain confidentiality at the highest level

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: Minimum of two (2) years of relatable experience within the field of Human Resources or one (1) year 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):

- ✎ Consults with managers and supervisors on disciplinary and employee relations matters. This may include reviewing documentation for minor discipline; consulting with employees and their representatives, and/or assisting in the resolution of routine

disputes and policy interpretations

- ✎ Provides assistance and support to the Director of Human Resources, department 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 that may impact incumbents, classes, and class series
- ✎ Designs and conducts surveys relating to compensation and other human resource management topics including recommending salary structure changes as a result of the survey and analyses
- ✎ Administers the District's Leave of Absence Programs, consulting with employees on situation specific eligibility and requirements, ensuring compliance with District policies and regulatory requirements
- ✎ Facilitates recruitment activities, including meeting with managers/supervisors to ensure job descriptions reflect operational requirements, and coordinate and conduct outreach recruitment programs
- ✎ Conducts job analyses to identify job requirements and associated knowledge, skills, and abilities; develops and administers job-related selection procedures including job skill exercises
- ✎ Compiles, calculates, and estimates annual Human Resources Department budget figures
- ✎ Serves as the liaison between employees and benefit provider representatives including the District's benefit broker
- ✎ Assists with cost and benefit analysis, evaluations, and surveys as assigned
- ✎ Represents the District on various committees
- ✎ Conducts Interactive Process Meetings in accordance with District policy and regulatory requirements
- ✎ Participates in labor negotiations and employee/employer relations process; participates in contract negotiations with employee association representatives
- ✎ Leads and participates in administering and maintaining the District's Human Resources information systems to include payroll system interface
- ✎ Oversees the maintenance of personnel records and specialized and confidential files
- ✎ Assists in the administration of employee performance management program
- ✎ Responds to and reports applicable Equal Employment Opportunity (EEO) reporting requirements, as needed
- ✎ Provides guidance and technical expertise to lower-level staff; may delegate projects, as needed
- ✎ Serves as the Custodian of Records for the Department of Justice and administers the E-Verify Program
- ✎ May serve as the District Systems Administrator for the CalPERS Information systems
- ✎ Perform other duties as assigned

QUALIFICATIONS

Advanced 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: Four (4) years of increasingly responsible professional human resources experience or two (2) years as a Human Resources Analyst I, preferably with a government 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):

- ✎ Interprets and explains District human resources policies, procedures, and regulations to District management, staff, and the public, resolving challenges to information contained within, including items related to labor relations
- ✎ Develops, recommends, and/or revises policies and procedures, as needed
- ✎ Formulates short- and long-term training plans and objectives/succession plans including implementation of training programs and workshops
- ✎ Participates in labor relations to include contract negotiations with employee association representatives and may act as a member of the negotiating team, as needed
- ✎ Works with and assists outside counsel in representing the District during litigation
- ✎ Performs specific duties in the absence of the Director of Human Resources; may include presenting reports to the Board of Directors and/or General Manager, overseeing lower-level Human Resources staff, and other duties, as needed
- ✎ Participates in preparation for and in defense of claims filed against the District in relation to human resources
- ✎ Perform other duties as assigned

QUALIFICATIONS

Expert 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 management
- ✎ 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) years of increasingly responsible professional human resources experience preferably with a government 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 in person, by telephone, and by 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