



# SENIOR HUMAN RESOURCES ANALYST

## SUMMARY

Under limited direction, performs a variety of professional, analytical, and administrative human resources functions, and owns human resources processes and projects in their defined areas including, but not limited to, classification, compensation, benefits management, policy and procedure development, performance management, training and development; researches, collects, and analyzes data for various studies and reports; and manages the HRIS system and upgrades as well as performing other related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from management staff. Leads and directs lower-level staff as necessary.

## DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is an advanced journey-level classification responsible for professional, analytical, and administrative human resources system creation and support. Performance requires ability to work independently with initiative and discretion, exercise sound judgment in analyzing complex problems, and formulating recommendations under minimal supervision. This class is distinguished from the Human Resources Manager in that the latter has overall administrative and operational responsibilities of all human resources services.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of professional, analytical, and administrative human resources support duties, including, but not limited to, recruitment, pre-employment, on-boarding, performance management, training, and termination processes.
2. Leads projects specific to their area of expertise such as benefit changes and reviews and system implementations.
3. Performs classification and compensation studies; develops, revises, and maintains job descriptions and makes recommendations to management.
4. Develops, implements, and maintains computer systems and applications, tracking systems, databases, and spreadsheets.
5. Implements employee benefits program; coordinates with benefit vendors, prepares benefit informational documents, administers Open Enrollment, reviews benefit contracts, and maintains benefit data via the Human Resources Information System (HRIS).
6. Manages governmental reporting as it relates to human resources.
7. Develops, monitors, and maintains the performance management application.
8. Establishes and maintains human resources files.
9. Reviews a variety of documents for accuracy and completeness.
10. Develops policies, procedures, and forms.
11. Reviews training requests; develops, recommends, and provides training to staff.
12. Monitors, interprets, and enforces relevant laws, rules, regulations, policies, and procedures.
13. Receives and responds to questions and concerns from employees and the public; identifies issues and resolves problems or refers to supervisor as appropriate.
14. Conducts research and analysis; collects and interprets information and data and prepares detailed summaries, reports, presentations, and general and technical correspondence.
15. Works collaboratively with internal and external customers.
16. Assists with District special events as needed.
17. Performs other duties as assigned.



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## QUALIFICATIONS

### Education and Experience:

- Associate's degree or equivalent in human resources, business or public administration, or a related field is required; bachelors in a related field is preferred.

**AND**

- Five years of relevant experience.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### Knowledge of:

- Principles and practices of the human resources function with deep knowledge in one functional area.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Relevant laws, rules, regulations, policies and procedures.
- Principles and practices of recordkeeping.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications.

### Ability to:

- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Review documents for completeness and accuracy.
- Maintain accurate and confidential records.
- Review and reconcile a variety of records.
- Perform detailed human resources functions accurately and in a timely manner.
- Maintain confidentiality.
- Make accurate mathematic and statistical computations.
- Speak effectively in public.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use English effectively to communicate in person, over the telephone, and in writing.

### Licenses and Certifications:

- Relevant professional certifications are desirable.

## PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.



Livermore Area  
Recreation and Park District  
*An independent special district*

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### ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

### CLASSIFICATION DETAILS/HISTORY

Job Code: PT803

FLSA Status: Non-Exempt

Supersedes: Proposed July 2023