VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES ANALYST – EMPLOYEE RELATIONS AND STAFF DEVELOPMENT

BASIC FUNCTION:

Under the general supervision of the Director of Human Resources Operations, perform complex advanced journey level functions in the areas of employee relations and staff development.

REPRESENTATIVE DUTIES:

Employee Relations

Conduct workplace investigations pertaining to discrimination, harassment, and other employee misconduct issues; gather, compile, and analyze evidence from multiple sources for inclusion in investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings, and mediations; develop and deliver recommendations pertaining to investigations. E

Gather, analyze, and evaluate information in cases of disciplinary action; prepare statements of charges and supporting documentation for approval and recommend appropriate disciplinary action. E

Advise managers and supervisors on employee relations issues by providing information on progressive discipline, evaluation procedures, due process requirements, complaint and grievance procedures, and other relevant areas and recommend solutions. E

Assist the director in the preparation of employee disciplinary and grievance hearings which includes the subpoenaing of witnesses, pre-hearing preparation of witnesses, answering of interrogatories, production of records and evidence, and preparation of statements and briefs. E

Interpret, apply, and explain laws, rules, policies, and collective bargaining agreements pertaining to employee relations to district employees; advise employees on the rights, privileges, and burdens of employees and supervisors in filing grievances, appeals, and complaints; counsel employees on minor issues of employee misconduct, dissatisfaction, poor work habits, leave rights, and related issues. E

Evaluate proposed and current state and federal legislation pertaining to employee relations; assist in developing, revising, and implementing district rules, policies, and procedures to ensure compliance with state and federal legislation. E

Receive, review, process, and monitor workers’ compensation claims with third party administrators; ensure appropriate action and communication with employees; assist in the investigation of workers’ compensation claims, including the review of medical reports, policies, and procedures; may interview witnesses and correct safety issues. E

Review and respond to unemployment claims and file appeals as appropriate. E
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Create and maintain confidential files pertaining to investigations.

Staff Development

Design and deliver district-wide staff development programs, including developing program objectives, learning outcomes, curriculum, and materials. E

Conduct needs analyses by developing and administering surveys and questionnaires, conducting interviews, and coordinating and leading focus groups. E

Evaluate the effectiveness of staff development programs with regard to individual and organizational performance by observing programs, developing, administering, and analyzing assessments, surveys, and questionnaires, conducting focus groups, measuring achievement of learning outcomes, and utilizing other relevant methodologies. E

Coordinate training courses and programs including scheduling classes, equipment, and instructors; coordinate the selection and contracting of external training programs and consultants. E

Create and maintain a variety of records and reports, including project and activity reports, surveys, evaluation documentation, and tracking systems. E

Assist with the development and monitoring of the staff development budget. E

Attend meetings and seminars to obtain information for use in staff development programs. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code, and other applicable laws
State and federal employment laws, codes, and regulations
Methods and techniques associated with conducting workplace investigations
Principles of performance management and progressive discipline
Current trends and best practices in employee relations
Principles and techniques of alternative dispute resolution
Principles and techniques of employee counseling and guidance
Principles of adult learning theory
Principles and best practices of instructional design
Methods and techniques for conducting needs assessments
Methods and techniques associated with evaluating the effectiveness of staff development programs
District organization, policies, procedures, and objectives
Available resources related to areas of assignment
Principles of English grammar, spelling, and composition
Office procedures, methods, and equipment
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications
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Principles of report preparation
Principles and procedures of record keeping

ABILITY TO:

Conduct investigations and make appropriate recommendations
Develop innovative solutions to complex and sensitive employer-employee relations issues
Effectively counsel employees on issues that are adversely affecting work performance
Design and deliver staff development programs using a variety of instructional techniques and
   formats such as e-learning, role playing, simulations, team exercises, group discussions,
   videos, and lectures
Remain current on training and organizational development trends
Provide information, assistance, and training to employees, supervisors, and administrators
Express complex technical concepts clearly and concisely, both orally and in writing
Operate office equipment, including computers and associated software including word
   processing, spreadsheet, email, presentation, and database applications
Learn and apply new information and skills
Research, collect, compile, and analyze information
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Understand and carry out oral and written directions
Plan and organize work to meet changing priorities and deadlines
Exercise initiative and independence of judgment and action
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of
   work
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Prepare reports, tables, and spreadsheets by gathering and organizing information and data from a
   variety of sources
Establish and maintain a variety of files and records, including confidential files pertaining to
   investigations
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive
   information, records, and reports

EDUCATION AND EXPERIENCE:

A. A bachelor’s degree AND four years of professional-level experience in employee relations or
   training program development.

   OR

B. A bachelor’s degree in human resources management, industrial/organizational psychology,
   public or business administration, instructional design, a behavioral science, or a related field
   AND three years of professional-level experience in employee relations or training program
   development.

   OR

C. A graduate degree AND two years of professional-level experience in employee relations or
   training program development.
OR

D. A graduate degree in human resources management, industrial/organizational psychology, public or business administration, instructional design, a behavioral science, or a related field AND one year of professional-level experience in employee relations or training program development.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment