VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: HUMAN RESOURCES ANALYST I

BASIC FUNCTION:

Under the general supervision of the Director of Employment/Personnel Commission, perform a variety of responsible, technical, and specialized functions to support the Human Resources Department; research, evaluate, and analyze data pertaining to classification, compensation, and employment matters; and organize examination, selection, and record-keeping processes in accordance with District policies, state guidelines, merit system rules, and regulations.

REPRESENTATIVE DUTIES:

Conduct classification and organization studies for new and existing positions of all levels within the classified and academic systems; recommend changes to the classification plan and to the salary allocation of classifications; develop, revise, and maintain classification specifications; update changes as approved; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board.  

Prepare items for board and/or Personnel Commission action, such as the establishment, abolition, and revision of classifications; establishment and abolition of new positions; and salary range recommendations.  

Develop examinations and screening processes for employment, including screening criteria, written and oral questions, computerized testing applications, and performance tests; review and analyze screening tool items and results.  

Select, edit, and categorize test items in preparation for developing computerized tests and written tests; develop, prepare, and/or review actual tests to be administered for completeness and accuracy; consult subject matter experts as necessary; meet with staff and technical experts to develop and evaluate written, oral, and performance examinations; determine and recommend appropriate pass points.  

Develop and review position announcements, advertisements, web postings, etc., to ensure accuracy and appropriateness of targeted recruitment sources; review and screen employment applications and monitor employment certifications as necessary.  

Recommend subject matter experts to serve as screening panel members; provide guidance and respond to questions regarding examination/interview procedures and rating criteria.  

Review and confirm qualifications and selection processes of temporary employees, student workers, etc.; review, analyze and confirm requests for equivalency as necessary.  

Serve as department liaison with college selection committees; serve as diversity facilitator as required.  

Revised for Purpose of Title Change Only
May 2008
Coordinate and conduct salary studies; collect and analyze salary data; make recommendations and presentations for appropriate placement of classifications on salary schedules; prepare and present reports on a wide range of topics as requested. 

Perform other related duties as directed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor’s degree from a recognized accredited college or university in human resources management, public or business administration, a behavioral science, or a related field; and two years of professional experience involving job analysis or evaluation for the purpose of classification and compensation, or selection.

A master’s degree in Industrial and Organizational Psychology or a related field may be substituted for the two years of required experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Working knowledge of principles, methods, and trends of public personnel administration
- District organization, operations, policies, and objectives
- Computerized testing software applications
- Principles of recruitment, personnel selection, and test construction and administration
- Applicable sections of California State Education Code and other applicable law
- Modern office practices, procedures, and equipment, and computer software applications
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Methods of job analysis and research
- Principles of position classification and compensation

ABILITY TO:

- Make accurate analyses and evaluations of examination, classification, and salary data
- Plan, organize and coordinate a variety of complex and technical personnel functions
- Collect, compile, and analyze information and data
- Develop and implement a pre-employment examination program
- Interpret, apply and explain rules, regulations, policies and procedures as applied to human resources
- Understand, interpret, and appropriately apply personnel rules, regulations, standards, and procedures
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Communicate effectively, both orally and in writing
- Work confidentially with discretion
- Keyboard at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Explain policies or procedures and persuade others to accept or adopt recommendations
- Interact tactfully and effectively with others at all levels of the organization
HUMAN RESOURCES ANALYST I (continued)

WORKING CONDITIONS:

ENVIRONMENT:
Office environment with frequent interruptions

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate office equipment
Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
Grasping, repetitive hand movement and fine coordination in the preparation of correspondence, minutes, reports, and forms, using a computer keyboard
Vision in reading applications, tests, correspondence, and reports, and using the computer