VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: HUMAN RESOURCES ANALYST II

BASIC FUNCTION:

Under the general supervision of the Director of Employment/Personnel Commission, perform technical and specialized functions related to planning and conducting classification and compensation studies, developing and administering selection and recruitment methodologies and materials, and assisting in the analysis and development of HR policies and procedures for the purpose of maintaining best practices and keeping current with changes in state and federal legislation.

DISTINGUISHING CHARACTERISTICS:

A Human Resources Analyst II performs responsible and complex professional human resources work related to position classification, compensation, recruitment, and selection. This includes responsibility for planning and conducting organizational studies with District-wide impact involving the analysis of multiple classifications and positions; developing new selection methods and tools to improve the speed, efficiency, and quality of personnel selection processes; and evaluating existing policies and procedures for the purpose of streamlining HR functions. In addition, a Human Resources Analyst II may provide technical direction to lower-level professional and clerical staff relative to the aforementioned functions. In comparison, a Human Resources Analyst I performs work that is more limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Analyst II.

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; develop, revise, and maintain classification specifications; prepare recommendations for the establishment of new classes and the reclassification of existing positions; present recommendations to the Personnel Commission and/or Governing Board. E

Conduct job analyses to determine the knowledge, skills, and abilities or competencies that should be measured in content-valid examinations; devise and develop methods of testing for required competencies or knowledge, skills, and abilities; confer with subject-matter experts in the development and evaluation of tests. E

Plan, obtain, construct, analyze, and edit examination materials, content, and procedures; plan, coordinate, and participate in the administration and rating of performance tests, work sample tests, interviews, and other selection methods; determine and recommend appropriate pass points. E

New Class
February 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 related reports. E

Evaluate proposed and current state and federal legislation; analyze and interpret existing policies, rules, and procedures; write reports recommending new Personnel Commission rules and rule amendments. E

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

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. E

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

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

Apply and explain state and federal employment-related laws, guidelines, and regulations, Personnel Commission rules, Board policies, and operating procedures. E

Serve as department liaison with college selection committees; serve as screening committee facilitator as required. E

Perform related duties as assigned.

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 three years of professional HR experience conducting job analyses used in the development of examinations, developing and administering validated assessment methods and materials, and conducting position classification studies requiring the use of job analysis or job evaluation.

A master’s degree in Industrial and Organizational Psychology or a related field may be substituted for 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
Methods of job analysis and research
Principles of position classification and compensation

ABILITY TO:

Express technical concepts clearly, concisely, and persuasively, both orally and in writing
Analyze and resolve problems in position classification, compensation, and employee selection processes
Plan, organize and coordinate a variety of complex and technical personnel functions
Collect, compile, and analyze information and data
Understand, interpret, and 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
Interact tactfully and effectively with others at all levels of the organization

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