



MARIN MUNICIPAL WATER DISTRICT

Human Resources Analyst

DEFINITION

To perform a variety of professional human resources duties in recruitment/selection, labor and employee relations, classification/pay, benefits administration, mandate compliance, performance evaluation, Workers' Compensation, training, and other human resources functions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level human resources class and as such performs a full range of human resource professional activities. The Human Resources Analyst is expected to independently exercise considerable judgment and initiative in the performance of duties. This class is distinguished from the Human Resources Technician in that the Analyst works independently on professional level assignments that have a greater level of difficulty, sensitivity or complexity and work with fewer guidelines or precedents. It is distinguished from the Senior Human Resources Analyst in that the latter has program administration responsibility, takes a greater role in division administration and policy development and implementation, and serves in the absence of the Human Resources Manager. The Human Resources Analyst receives direction from the Human Resources Manager and may receive technical and functional supervision from the Senior Human Resources Analyst.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Provide information and interpretation to employees, other agencies, the public and others concerning District employment opportunities, requirements, examination results, benefits, policies, procedures, bargaining agreements, and related information.
- Understand, interpret and apply Federal, State, and District rules and regulations related to human resources such as the Uniform Guidelines on Employee Selection Procedures, Family Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, Consolidated Omnibus Budget Reconciliation Act, California Family Rights Act, California Pregnancy Disability Act, and California Labor Code.
- Plan and implement recruitment activities; develop and evaluate selection instruments and examination methods; conduct studies of selection procedures; and assist in the analysis and improvement of employment practices with regard to equal opportunity and job relatedness.
- Conduct job analyses of various positions to establish job-related qualifications by gathering information through interviews, and through observation and analyses of duties and responsibilities; document findings and results of analyses.
- Conduct classification studies of individual classifications or series of classifications and develop or update classification specifications.

- Research, compile, analyze, evaluate and make recommendations regarding information gathered from other public agencies on matters such as salary, benefits, and various human resources practices.
- Provide technical oversight, as needed, on matters related to the performance evaluation system, benefits administration, training and development, and the HRIS system.
- Coordinate with the District's Safety and Risk Administrator on Workers' Compensation and safety matters.
- Provide assistance to the Human Resources Manager, as required, in employee and labor relations activities, such as grievance prevention and resolution, disciplinary issues, contract interpretation and salary and benefits survey work.
- Write and update administrative procedures and policies; prepare reports and correspondence; and establish and maintain appropriate files.
- Conduct investigations into various personnel issues, reach conclusions, and make recommendations.
- May exercise technical supervision over the Human Resources Technician and other human resources support staff.
- Build and maintain positive working relationships with co-workers, other District employees, and the public, using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of public sector human resources administration.
- Principles and practices of recruitment/selection, job analysis, classification/compensation, and benefits analysis and administration.
- Principles of employment law and its applicability to public sector human resources management and administration.
- Principles and practices of labor relations, employee relations, and the meet-and-confer process in the public sector.
- Computer applications related to the work, including word processing, spreadsheet use, and data information and management systems.
- Statistical concepts, methods, and presentation.
- Modern office practices and procedures, including records and document management.

Ability to:

- Independently apply the principles and practices of human resources administration across a broad range of functional areas, including recruitment/selection, classification/compensation, benefits administration, employee and labor relations.
- Independently read, interpret, and apply pertinent Federal, State and District rules, regulations, and guidelines.
- Independently analyze, evaluate, and summarize written materials and statistical data.
- Identify significant human resources issues and formulate reasonable conclusions and effective solutions; analyze technical information, evaluating alternatives and making sound independent judgments.
- Conduct investigations, determine methodologies, and obtain basic data necessary to evaluate solutions to problems and issues.
- Analyze technical information, evaluating alternatives and making sound independent judgments within established guidelines.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow applicable safety rules and regulations.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: Two years of professional human resources experience, preferably in a public agency.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, public or business administration, or a related field.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Depending upon assignment, possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Marin Municipal Water District
Human Resources Analyst
Page 4 of 4

Established: July 2004
Revised: October 2008
Approved by: Human Resources Manager