RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT   CLASS SPECIFICATION
SANTA ANA, CALIFORNIA   REVISED SEPTEMBER 2024
      GRADE LEVEL I

PRINCIPAL HUMAN RESOURCES ANALYST

JOB DESCRIPTION – CLASSIFIED SUPERVISORY

POSITION OVERVIEW

The Principal Human Resources Analyst is distinguished from other journey-level positions by the nature, responsibility, analysis, complexity, and technicality of the work and by internal and external stakeholder interactions and serves as a leader in making independent analysis, for the solution of people and culture related issues. The Principal Human Resources Analyst reports and performs their duties under the general supervision of the designated supervisor. An incumbent may supervise and participate in a variety of professional-level human resources management functions depending on department need, such as: recruitment, classification and compensation, compliance, performance, discipline, and professional development programs. This position is distinguished from Human Resources Analyst in that an incumbent in the later class performs a variety of professional, technical, and analytical assignments related to human resources administration. Principal Human Resources Analyst may provide lead work direction and training to assigned staff as needed.

REPRESENTATIVE DUTIES

1. Leads high-level human resources projects including but not limited to data analytics, classification/compensation studies, total rewards, improvement audits, human resources information systems and employee records.

2. Assists in the development and implementation of policies, practices, programs, and procedures for human resources.

3. Interprets and applies policies, procedures, regulations, memorandum of understandings, and collective bargaining agreements.

4. Prepares, maintains and analyzes confidential records and other materials related to employer/employee relations, collective bargaining, grievance processing, unfair labor practice charges, and litigation.

5. Innovates as a system administrator for modern technology utilizing analysis, enhancement, creation, revision, and maintenance of features, reports, communication and documentation

6. Interprets, guides and assures compliance with county, state and federal regulations and guidelines concerning employment and human resource administration.

7. Establishes and implements multi-stakeholder onboarding programs and employee lifecycle programs.

8. Collaborates in collective bargaining agreements and labor management meetings as needed.

9. Researches and prepares highly complex statistical and narrative reports on a variety of data.

10. Prepares employee, collective bargaining, confidential and other employee files, surveys, marketing trends, salary and classification comparative data, and other related information.

11. Develops and implements highly complex new and comprehensive department operating procedures methods and systems for procedural/process improvement and in accordance with legal and contract changes.

12. May plan, design, develop, deliver, and evaluate various professional development and training programs to address institutional, departmental, and individual training needs for faculty, management, staff, and student employees.

13. Advises on budget and technology to ensure strategic alignment with districtwide resources.

14. Examines and proposes improved process designs to define the future of how our organization can uplift its workforce across all divisions and roles.

15. Leads, assesses, and mentors team members to ensure daily operations and inspire creativity.

16. Brings to life new ideas for continuous and sustainable improvement, including process enhancements that reduce cost, strengthen stakeholder satisfaction, and improve the effective delivery of services.

17. Partners closely with peers and stakeholders across the District to assess existing human resources programs, processes, and practices, and to identify gaps and inefficiencies, and innovate to enhance the employee experience and support long-term growth objectives.

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JOB DESCRIPTION – CLASSIFIED SUPERVISORY (CONT'D)

REPRESENTATIVE DUTIES (CONT'D)

18. Monitors and informs on legislative changes relevant to human resources.

19. Creates and maintains an active record-keeping system that records, monitors, and keeps current all relevant documents.

20. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations.

21. Supervises and evaluates assigned staff; establishes performance requirements and professional development targets for assigned staff; regularly monitors performance and provides coaching and development.

22. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of:

1. Success with providing human resources support in a multi-stakeholder organization across multiple locations.
2. Proven ability to define, influence, refine and implement processes, procedures, and policies.
3. Applicable sections of California Education Code, Title 5, The Educational Employment Relations Act (EERA) of 1976, California Fair Housing and Employment Act, Clery Act, Violence Against Women Act, Campus SaVE Act, Americans with Disabilities Act, the Child Abuse and Neglect Reporting Act (CANRA), and Meyers-Milias-Brown Act.
4. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive recruitment, people analytics, classification/compensation programs and its integration with a full-scale comprehensive people and culture programs.
5. Project management, the ability to track and manage complex processes.
6. High level of stakeholder service-centricity and organizational empathy.
7. Principles and practices of effective management and supervision.
8. Proven practices and strategies for major functional areas to enhance the efficiency and quality of our recruitment and retention tools and processes.
9. Intersectional diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
10. Software, including case management software, such as, Advocate/Maxient, and Human Resources management software, such as, Ellucian Banner/Colleague, Workday, and other related project management software, case management, and related HRIS/Human Resource software.
11. High degree of business insight; results-oriented with an ability to work independently.
12. Strategies identifying and building cross-functional partnerships to understand challenges.

Ability to:

1. Demonstrate on-going curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.

2. Analyze and strategize with metrics to guide strategy.

3. Exhibit strong analytical and quantitative skills with the ability to use data and metrics to back up assumptions, evaluate outcomes, and challenge conventional wisdom.

4. Respond to change with strategy and innovation.

5. Display strong analytical capabilities and a process improvement mentality.

6. Innovate on software packages for recruitment, personnel, spreadsheets and databases.

7. Collaborate and influence strategically in both small and large teams, cross-functional environments.

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<u>KNOWLEDGE AND ABILITIES (CONT'D)</u>

8. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

9. Exhibit strong business and financial acumen with the ability to understand shareholder value and relevant business models, and how to translate these into human resources initiatives.

10. Show success utilizing employee attraction, engagement, and retention strategies.

11. Gather and analyze data, reason logically and draw valid conclusions.

12. Analyze situations and make appropriate decisions and/or recommendations.

13. Quickly learn and effectively interpret and apply rules, regulations and precedents to personnel issues and develop working solutions.

14. Clearly communicate ideas and recommendations.

15. Write clear, comprehensive and concise reports.

16. Work with and provide direction to other employees in the completion of the day-to-daywork.

17. Excel in an ever-changing environment using an ambitious mindset.

<u>MINIMUM QUALIFICATIONS</u>

Education and Experience:

Bachelor's Degree from an accredited college or university and three (3) years of related work experience OR Masters/Doctorate Degree from an accredited college or university and one (1) year of related work experience OR Equivalent combination of training and experience.

Board Approved: September 9, 2024