



# MARIN MUNICIPAL WATER DISTRICT

## Senior Human Resources Analyst

### **DEFINITION**

To perform complex human resources work, including planning, organizing, directing and performing significant professional level work in the areas of recruitment and selection, classification and pay, labor and employee relations, performance evaluation systems, benefits administration, mandate compliance, safety and Workers' Compensation, training, and other special programs; to act as the Human Resources Manager in his/her absence; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Human Resources Analyst series and is distinguished from that of the Human Resources Analyst by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and the amount of time spent performing the duties. The Senior Human Resources Analyst is assigned program responsibility for recruitment/selection and classification/compensation, and provides high level technical support to management relative to complex discipline, performance issues, internal investigations, and grievance matters. This class is distinguished from that of Human Resources Manager in that the latter has overall responsibility for administering human resources programs. This position receives general direction from the Human Resources Manager.

### **EXAMPLES OF DUTIES**

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

- In the absence of the Human Resources Manager, assumes responsibility of the Manager.
- Recommend and assist in the implementation of division goals and objectives; establish performance standards and methods for assigned personnel functions, including recruitment/selection and classification/pay; develop and implement policies and procedures.
- Direct and participate in recruitment activities, conducting high-level or difficult recruitments; direct and/or personally develop, validate, and evaluate selection instruments and examination methods.
- Direct and conduct classification studies; develop class concepts based on job analysis, position audits, and organization studies; write class specifications and recommend salary rates for new classifications;
- Assist divisions with difficult or complex organizational issues and resolve concerns regarding appropriateness of classification and compensation levels.
- Direct and/or participate in conducting a variety of surveys and studies regarding organization, compensation, classification, benefit, and other human resources related issues; personally analyze study results and make recommendations relative to particularly complex or difficult issues.
- Perform specialized and complex employee relations work relative to employee discipline, contract interpretation, grievance prevention and administration, performance evaluations, and

complaints; schedule and conduct meetings with union representatives, research and investigate issues, and recommend corrective action as necessary for resolution.

- Participate in division budget preparation and administration, including assigned program areas; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, and equipment, monitor and control expenditures.
- Act as a technical resource to human resources staff on a variety of matters, including the performance evaluation system, benefits administration, mandate compliance, training and development, and Workers' Compensation.
- Prepare a variety of written analytical reports, correspondence, policies, procedures and other written materials.
- Exercises technical and functional supervision over other human resources 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, including recruitment/selection, job analysis and design, classification/compensation, and employee and labor relations.
- Research methods, data collection, statistical analysis, including techniques of salary and benefit survey and analysis.
- Principles and practices of public sector labor relations, including effective negotiation techniques, grievance resolution methods and progressive discipline.
- Applicable Federal, State, and District codes, rules, regulations, and guidelines.
- Basic principles of budget preparation and administration.
- Basic principles and practices related to supervision, training, and performance evaluations.
- Computer applications related to the work, including word processing, spreadsheet use, and data information and management systems.
- Modern office practices and procedures.

Ability to:

- organize, implement, and direct assigned human resources programs and activities;
- provide professional-level support in complex, sensitive, or difficult human resources-related assignments requiring a high level of independent judgment, strong analytical skills, and sophisticated knowledge of applicable laws, regulations, and contractual agreements;
- interpret, apply, and explain District and division policies and procedures;
- collect, analyze, interpret and evaluate a variety of complex data;
- provide lead supervision and technical support to human resources staff on a variety of personnel matters;
- develop and administer assigned program area budgets; assist in preparation of division budget;
- recognize and resolve problems of a sensitive or political nature by analyzing situations, selecting alternatives, drawing sound conclusions, and projecting consequence of decisions and recommendations;
- communicate clearly and concisely, both orally and in writing; make oral presentations to and conduct training for a variety of groups, including employees, committees, and, as assigned, the Board of Directors;
- establish and maintain effective working relationships with those contacted in the course of work;

- follow applicable safety rules and regulations;
- depending upon job assignment, drive a vehicle;
- travel to alternative work locations and offsite meetings.

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: Four years of progressively responsible professional human resources management experience. Some experience in a public agency setting is preferred.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, public or business administration, or a related field. A Master's degree in human resources, public administration, or a related field is preferred.

### **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 on job assignment, possession of or the ability to obtain 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.*

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