



Job Description

22nd District Agricultural Association

Classification Title / Code:	Associate Personnel Analyst / 5142 Associate Governmental Program Analyst / 5393	Department: Human Resources
Working Title:	Human Resources Analyst	Tenure: Permanent
Reports To:	Human Resources Director	Time Base: Full Time
Supervision Exercised:	N/A	CBID: R01
Incumbent Name:	Vacant	FLSA Status: Non-Exempt

Position Description

Under the general direction of the Human Resources Director, independently performs the more responsible, varied, and complex technical work in the administration of the Department's personnel management program, including but not limited to classification and pay, hiring assistance, processing exams (job analysis, bulletins, ECOS and Legacy experience, etc.), reporting structures, position justifications, and complex or special projects pertaining to Human Resources (HR). Applies practical knowledge of HR practices and employment law to analyze issues. Reasons logically and creatively, develops a course of action, and makes recommendations to meet customer needs while performing a variety of HR responsibilities and maintaining a high level of confidentiality. Acts as a lead over other HR staff, serving as a role model for the Department.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, providing that doing so does not impose an undue hardship.

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| 40% | <ul style="list-style-type: none"> ▪ Makes decisions and provides advice and assistance on varied and difficult Human Resources (HR) issues. ▪ Analyzes and formulates personnel policies, procedures, and program alternatives for the organization. ▪ Analyzes and classifies positions for all departments in the organization. ▪ Tracks hiring needs, milestones, and candidate pipeline for the organization. ▪ Performs job analyses when required and reviews job descriptions and justifications. ▪ Prepares examinations and assessments. ▪ Prepares requested formal memorandum or reports on HR matters and participates in the presentation of such matters. ▪ Recommends a broad spectrum of administrative and program-related solutions using knowledge of HR best practices. ▪ Reviews proposed HR actions for conformity with regulations, classification or pay standards, or good HR practice. |
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30%	<ul style="list-style-type: none"> ▪ Plans, organizes, and coordinates recruitment programs and advertisement of job openings, including email blasts, job fairs, flyers, and other outreach for full-time positions and mass seasonal hiring for the annual San Diego County Fair. ▪ Develops screening criteria and techniques for the appraisal of education and experience. ▪ Administers or supervises the exams process for open positions. ▪ Prepares reporting for regulatory agencies such as the Employment Development Department.
	<ul style="list-style-type: none"> ▪ Compiles reports and statistics for internal and external review. ▪ Develops and administers staff development and training programs for HR processes.
20%	<ul style="list-style-type: none"> ▪ With direction from HR Director, works with all levels of organizational management to provide consultation on a wide variety of HR-related subjects. ▪ Represents the District before employees and employee organizations, working with labor organization representatives and maintaining knowledge of Memoranda of Understanding (MOUs). ▪ Prepares disciplinary actions, including notice of rejection on probation, adverse action, and corrective action. ▪ Analyzes departmental rules and regulations, including but not limited to policies regarding reasonable accommodations, sexual harassment, Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), etc. ▪ Interprets and explains civil service law, rules, and procedures, including State and Federal HR regulations and bargaining unit MOU. ▪ Gathers and evaluates pay data to conduct classification or pay surveys. ▪ Reviews and analyzes proposed legislation and advises management of the potential impact. ▪ Supports and promotes a positive work environment and productive relationships with all staff in a discreet, ethical, and professional manner.
10%	<ul style="list-style-type: none"> ▪ Coordinates employee recognition efforts. ▪ Oversees drug and alcohol testing program and DMV regulations. ▪ Represents the organization at meetings, conferences, and training opportunities with organizations and agencies such as the Society for Human Resource Management (SHRM), the Western Fairs Association (WFA), and CalHR. ▪ Research specific areas of public personnel management, including conducting and/or reviewing analytical studies and surveys. ▪ Studies various personnel operating procedures. ▪ Reviews and stays current with wage and hour laws, Leave of Absence policies, the Affordable Care Act (ACA), Equal Employment Opportunity (EEO) laws, and other industry standards. ▪ Maintains organizational charts. ▪ Assists with HRIS and launch of new systems and/or processes. ▪ Attends a variety of staff meetings and training classes.

Marginal Job Functions

- Willingness to work irregular hours including weekends, evenings, and holidays as needed.
- Represent the District in a professional manner.
- Other related duties as required.

Desired Qualifications

- Bachelor's degree in human resources field or equivalent HR analyst experience.
- Experience with benefits administration, workers' compensation, recruiting, and HR training Presentations.
- Experience with HRIS and recruitment and applicant tracking and onboarding systems.
- Bilingual Spanish and English.
- Proficient in Microsoft Office.
- Professional in Human Resources (PHR) certification.

Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers and move bank boxes up to 25 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to read, write, and speak English at a level required for successful job performance.

Duties of this position are subject to change and may be revised as needed or required.