



POSITION: HUMAN RESOURCES ANALYST, GENERALIST, Req. #:PS100516
(Location: San Rafael, CA)

CLASS CODE: 91148/Exempt

SALARY RANGE: \$62, 653.50- \$ 75,699.00 annually, plus excellent benefits (37.5 hour workweek)
(Employee pays 8% of salary/wage toward CalPERS retirement plan)

DATE POSTED: Wednesday, March 10, 2010

CLOSING DATE: Friday, March 26, 2010

OPEN TO: All Qualified Applicants

OPENINGS: 1 and to Create an Eligibility List for this recruitment

POSITION DESCRIPTION:

Under the direct supervision of the Human Resources Director, this position performs work as a journey level professional in a customer service and team-oriented Human Resources Department. The individual in this position is expected to be fully competent to independently perform a full range of duties including the development and delivery of Human Resources services and projects, administer and maintain HR programs, and manage data to perform analytical tasks involving specific HR areas including: Recruitment and Selection, Benefits, Compensation, Employment, Human Resources Information Systems (HRIS), Organizational Development/Training, and other related HR areas as required or assigned. This position reports directly to the Human Resources Director and requires the ability to perform as an HR Generalist, and is expected to complete specified project assignments, compile and present technical data for formal reports and presentations with recommendations to respond effectively to technical HR program inquiries and issues, and is expected to effectively resolve policy issues. The HR Analyst will act as an internal consultant to Directors, Managers, and Employees to provide guidance on laws, regulations, and policies and labor contracts to resolve HR related issues.

MINIMUM JOB REQUIREMENTS:

A combination of college level training and position related experience equivalent to:

- Evidence of Bachelor's degree including course work in Business, Public Administration, Human Resources, Social Science or a closely related field will be confirmed at time of offer. *Position-related experience may be substituted on a year-for-year basis in lieu of degree.* (A written statement detailing experience must be submitted at time of application.)
- Two years recent full-time position related Human Resources Generalist experience, including major responsibility performing HR program implementation, and project management experience
- Demonstrated proficiency at an intermediate to advanced level of skill using computers and applicable software specifically all Microsoft Office applications: Excel, PowerPoint, and Word

MINIMUM JOB REQUIREMENTS CONTINUED:

- Must also demonstrate an intermediate level of knowledge and skill using Human Resources Information Systems (HRIS) or similar database applications. Experience in a public sector environment and a multi-union environment highly desirable, but not required. Supervisory experience highly desirable. Professional certification in Human Resources or equivalent highly desirable

ESSENTIAL RESPONSIBILITIES (Core):

Human Resources Analysts are responsible for programs and records management and must exercise; initiative, critical thinking skills, effective communication, independent judgment, knowledge of Federal and State and local labor laws, the ability to interpret union agreements, District policies, and must demonstrate District Values.

- Must be flexible and able to assess and change priorities, and must also provide effective problem solving skills to respond to challenging HR related situations
- Must interact with others and work successfully in a team environment
- May lead other team members in various projects or during interim assignments
- Uses analytical skills to research, compile, and generate necessary reports for compliance with regulations, as well as internal reports for District use. Provides recommendations and responds to strategic and operational issues
- Maintains current level of knowledge and awareness of new trends, legislation, and innovations in the field of Human Resources to respond to District issues and supports planning efforts to develop programs
- Provides effective coaching and counseling techniques to all levels of management and all levels of employees
- Uses HRIS and other data management systems on a daily basis as required or assigned
- Performs other related duties as required or assigned

EMPLOYMENT (RECRUITMENT AND STAFFING):

- Responsible for conducting all aspects of employee recruitment and selection including the development of selection criteria in coordination with the hiring department, creates job announcements, determines outreach efforts, screens applications and resumes, conducts panel interviews, employee selection, and new hire orientations
- Plans, coordinates, and conducts sourcing and recruitment activities to attract applicants in a timely manner and participates in screening efforts to qualify applicants for interview and selection
- Independently develops and delivers job offers and completes required documentation for placement of new hires
- Ensures post-offer medical examinations and pre-employment drug screens are completed correctly and on time
- Conducts confidential background checks, security clearances, and reference checks
- Represents the District when attending professional and occupational networking events, and also out in the community by conducting diversity outreach activities including job fairs and related workshops

BENEFITS ADMINISTRATION:

- Communicates benefit plan information and District policies to employees in person, using written communications, and using computer-based applications (i.e. Intranet, Website, etc.)
- May serve as a liaison to employees and internal business units to communicate verbally and in writing at different levels of the organization regarding the interpretation or regulations, laws, and practices
- Uses and maintains HRIS applications and records as needed

BENEFITS ADMINISTRATION CONTINUED:

- May train managers and supervisors regarding benefits and related policies and procedures
- Researches and assists in the development, implementation, and communication of applicable District policies and procedures
- May lead activities and staff involved in monitoring and implementing personnel transactions
- Other related duties as required or assigned

CLASSIFICATION/COMPENSATION:

- Uses and maintains HRIS applications and records as needed to maintain and provide accurate District workforce reports and records
- Maintains and updates specifications and job descriptions with proper approvals
- Audits pay rate table; proposes changes and/or updates as applicable
- May assist in job audits and analyses of positions
- Evaluates positions for FLSA classification and proposes exempt or non-exempt status
- Acts as liaison with other agencies to provide benchmark policy, wage and benefit information
- Other related duties as required or assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work in a fast-paced, high-energy, high productivity environment
- Ability to gather complex and diverse information, research data; uses intuition and experience to compliment data and present analysis
- Identifies and resolves problems in a timely manner; develops alternative solutions in group problem solving situations, uses reason when dealing with sensitive issues
- Ability to use effective customer service approach to respond to needs, gathers feedback and develops relationships, and establishes solutions
- Ability to apply effective listening and conflict resolution skills
- Displays a willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; acts in a timely manner
- Demonstrates a knowledge of Equal Employment policy; shows respect and sensitivity for cultural differences; educates others on value of Diversity and the importance of a harassment-free workplace
- Knowledge of Federal, State and local laws including EEOC, ADA, FMLA, and FLSA
- Ability to effectively use various statistical techniques. Ability to prepare and present narrative and statistical reports orally and in writing
- Knowledge of principles and practices of effective employee and labor relations
- Ability to pay attention to small details, while keeping the larger picture in mind
- Ability to perform effectively while under pressure
- Ability to coordinate and supervise work of staff as required or assigned
- Ability and willingness to get the job done with a strong sense of urgency and within an appropriate timeframe
- Ability to work in the “gray” area of interpreting HR requirements and responds effectively to difficult situations

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Requires sufficient physical mobility to visit a variety of work sites
- Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds
- Most work is conducted in an office environment
- Must possess and maintain a current, valid California Driver’s License and satisfactory driving record

LICENSE(S):

- Must possess and maintain a current, valid California Driver's License and satisfactory driving record
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APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION

THREE WAYS TO APPLY:

- **E-MAIL to:** jobs@goldengate.org:

Please reference the position title in the subject line of your email.

- **MAIL to:** Human Resources Department – T. Claire
1011 Andersen Drive
San Rafael, CA 94901-5318

- **Apply IN PERSON:** at 1011 Andersen Drive, San Rafael, CA 94901-5318

For directions and general information, please visit our web site – www.goldengate.org

Office Hours: 8:30 a.m. – 4:30 p.m.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. Supplemental Questionnaire must be submitted at time of application for internal and external applicants
2. Resume and Cover Letter for must be submitted at time of applications for internal and external applicants
3. Application for Employment required at time of application for external applicants only

****Materials received after the close date will not be considered for this employment opportunity****

THE SELECTION PROCESS FOR THIS POSITION will include:

- Oral Panel Interview (*candidates best meeting the qualifications listed on this Job Announcement will be invited to participate in Oral Panel Interview*)
- Department interview for final candidates
- Microsoft Office Skills Test

****The District will invite only those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.**

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4526 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

REV 03/09/2010

HP/TC

**Human Resources Department
Human Resources Coordinator
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**