



POSITION: HUMAN RESOURCES ANALYST (PS101595)
Position is located in San Rafael, California

SALARY RANGE: \$88,316.80 to \$106,724.80 annually plus benefits (40 hour workweek)
Employee pays 7% of salary/wage toward CalPERS retirement plan

DATE POSTED: Tuesday, December 7, 2021

CLOSING DATE: Tuesday, December 21, 2021

OPENINGS: 1 Opening and to Create an Eligibility List

OPEN TO: All Qualified Applicants

POSITION DESCRIPTION:

Under the direct supervision of the Human Resources Manager, the Human Resources Analyst performs difficult and complex journey level Human Resources work 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, administers and maintains HR programs, and manages data to perform analytical tasks involving specific HR areas including; Recruitment, Benefits, Compensation, Employment, Human Resources Information Systems (HRIS), Organizational Development/Training, and other related HR areas as assigned. This position 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 may act as an internal consultant to Directors, Managers, and Employees to provide guidance on policies, procedures, and labor contracts.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree with coursework in Human Resources, Public Administration, Business, or a closely related field. Additional position-related experience may be substituted in lieu of degree. **Applicants who do not possess a degree should attach a statement supporting position related experience in lieu of degree.** A Masters Degree may be substituted for one year of experience
- Two years recent full-time position-related Human Resources Generalist experience including HR program administration and project management
- Demonstrated proficiency at an intermediate or advanced level of skill using computers and applicable software including Microsoft Office applications: Excel, PowerPoint, and Word or other comparable applications
- Must demonstrate an intermediate level of knowledge and skill using Human Resources Information Systems (HRIS) or similar database applications (i.e. Microsoft Access)
- Experience in a public sector environment in a multi-union environment highly desirable
- Professional certification in Human Resources or equivalent highly desirable

CORE ESSENTIAL RESPONSIBILITIES:

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 demonstrate the highest standard in handling confidential and sensitive information
- Must be flexible and able to assess and change priorities, and have ability to effectively problem solve
- Must interact respectfully 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 responses 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
- Regular and reliable attendance and performance is required

PRIMARY RESPONSIBILITIES:

- Responsible for planning, coordinating and conducting all aspects of employee recruitment and selection including the development of selection criteria in coordination with the hiring department, creates job announcements, determines sourcing and outreach efforts, screens applications and resumes, conducts panel interviews, employee selection, and new hire orientations
- 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 including DOT - ROI verification and driver record checks
- Represents the District when attending professional and occupational networking events, and also within the community by conducting diversity outreach activities including job fairs and related workshops
- Facilitates employee separation process
- Prepares monthly recruitment status reports for assigned requisitions
- Other related duties as required or assigned

REQUIRED KNOWLEDGE, ABILITIES and SKILLS:

KNOWLEDGE OF:

- District Policy and Memorandum of Understanding (MOU)
- Principles and practices of effective employee and labor relations
- Principles and practices of public sector human resources administration including employee practices and trends, classification and compensation, employment testing methods, and benefit management
- Federal, State and local employment laws and regulations
- Equal Employment policy

SKILLS OR ABILITY TO:

- Demonstrate effective oral and written communication skills
- Show respect and sensitivity for cultural differences; educates others on value of Diversity and the importance of a harassment-free workplace
- Work in a fast-paced, high energy, high productivity environment
- Gather complex and diverse information, research data; uses intuition and experience to compliment data and present analysis
- Identify and resolve problems in a timely manner; develops alternative solutions in group problem solving situations, uses reason even when dealing with sensitive issues
- Demonstrate effective customer service approach to respond to needs; gather feedback; and develop relationships and establish solutions
- Apply effective listening and conflict resolution skills
- Display a willingness to make decisions; exhibits sound and accurate judgment; support and explain reasoning for decisions; and acts in a timely manner
- Demonstrate attention to details while keeping the larger picture in mind
- Perform effectively while under pressure
- Willingness to get the job done with a strong sense of urgency within an appropriate timeframe
- Work in the “gray” area of interpreting HR requirements and responds effectively to difficult situations
- Effectively collaborate with staff on assigned projects

PHYSICAL REQUIREMENTS:

- Mobility to work in a typical office setting
- Ability to communicate in person and over the telephone
- Ability to read printed materials and a computer screen
- Ability to travel to District facilities
- Routine use of computer, telephone and other office equipment

APPLICATION PROCEDURE:

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

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District’s primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

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

1. GGBHTD Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Applicants who do not possess a degree must attach a statement supporting position related experience in lieu of degree

THE SELECTION PROCESS FOR THIS POSITION may include:

- Assessment of education, training, and experience
- Oral Panel interview – Tentative date for interviews is on the week of December 27, 2021
- Department interview for final candidates

******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

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

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) 257-4535 (Human Resources).

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12/07/2021 MP

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