



HUMAN RESOURCE ANALYST – BENEFITS AND LEAVES

Reports to: Director or Manager

Dept: Human Resources

Range: 29

FLSA: Exempt

EEO: Professional Nonfaculty

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

The HR Analyst specializing in benefits plays a key role in managing, analyzing, and optimizing the college's employee benefits, retirement, and leave programs. This position requires a strong understanding of benefits and leaves administration, data analysis, and a commitment to ensuring the well-being of our diverse workforce.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Key Responsibilities:

1. Inclusion, Diversity, Equity & Accessibility:
 - Demonstrate an inclusive approach by recognizing and addressing the diverse backgrounds, identities, and needs of students and employees, fostering an equitable and supportive educational and employment environment.
2. Benefits Administration:
 - Manage and administer employee benefits programs, including health insurance, retirement plans, and other voluntary benefits.
 - Coordinate open enrollment processes, conduct benefits orientation sessions, and provide assistance to employees regarding benefit inquiries.
 - Collaborate with benefit vendors to ensure the accurate and timely processing of benefit-related transactions.
3. Leave Management:
 - Oversee all aspects of leave management, including FMLA, CFRA, and other statutory leaves.
 - Process leave requests, provide guidance to employees, and ensure compliance with federal and state regulations.
 - Maintain accurate records of employee leave balances and communicate effectively with employees, supervisors, and relevant stakeholders.
4. Compliance and Reporting:
 - Stay current with federal, state, and local regulations related to benefits and leaves.
 - Prepare and submit required recommendations and reports to management and regulatory agencies, and maintain compliance with all applicable laws.
 - Maintain, audit and analyze benefits data to ensure accuracy and compliance with district policies and legal requirements.

5. Communication and Education:
 - Develop and deliver training programs for employees and supervisors on benefits and leave policies and procedures.
 - Act as a resource for employees, answering inquiries and providing guidance on benefits and leave-related matters.
 - Work closely with HR leadership to create communication materials and updates related to benefits and leave programs.
6. Systems Management:
 - Lead HRIS system changes required for benefits and leaves.
7. Other Duties:
 - Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong knowledge of employment laws and regulations.
2. District human resources policies and labor contract provisions
3. Excellent, verbal, and written communication skills.
4. Ability to maintain confidentiality and handle sensitive information with discretion.
5. Strong analytical, problem-solving, and conflict-resolution skills.
6. Detail-oriented with strong organizational and time-management abilities.
7. Technical Proficiency in HRIS systems
8. Attention to detail.
9. Organizational Skills
10. Adaptability to regulatory changes and technology.

EDUCATION AND EXPERIENCE:

A bachelor’s degree (preferably in human resources, business, public administration or related field) and at least three years of progressively responsible experience in benefits administration; or an equivalent combination of training and experience. Experience in a community college is preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Work direction to lower-level employees, student workers and temporary support staff.

CONTACTS:

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.