

COLLEGE OF MARIN JOB DESCRIPTION

HUMAN RESOURCES OPERATIONS ANALYST Classified Confidential

Purpose Statement: (Duties, General Description)

Under the direction of the Executive Director of Human Resources, provides a variety of confidential, administrative, professional level work for human resources services and programs in an assigned area, which may include employee and labor relations and negotiations, HRIS, reporting, benefits, workers' compensation, leave administration and classification and compensation.

Diversity Statement:

College of Marin strives to embrace diversity in all forms: it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

Distinguishing Characteristics:

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily.

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.

Examples of Duties (Specific to Academic Personnel):

- Interpret rules, regulations, policies and provisions of collective bargaining agreements to managers, supervisors and employees.
- Act as an information resource to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, state and federal law, and collective bargaining provisions.
- Assist and support onboarding for new employees to include, but not limited to, complete the hiring process by briefing new employees/candidates and assuring that all forms are properly filled out and submitted.
- May maintain the Faculty Seniority List; coordinate equivalencies and equivalency files; input and update credential and faculty service area (FSA) information; process Leave Banking requests.
- Conduct research, analyzing statistical data, and prepare reports relative to the negotiation of Collective Bargaining Agreements related to academic matters.
- Perform research and other work related to a variety of employee-employer relations matters, negotiations, and collective bargaining agreements, and maintain complex, interrelated administrative and confidential filing systems and records.
- Review and monitor academic (faculty) personnel transactions for regular and temporary employees, including coordination and follow up with managers, supervisors, candidates, and others as necessary to ensure timely completion of employment actions.
- Coordinate, in conjunction with the Office of Instructional Management, the timely and accurate production of faculty and adjunct instructor contracts; monitor and ensure all faculty loads comply with California Education Code and the Collective Bargaining Agreement; coordinate processes with Assistant Superintendent/Vice President of Student Learning and Success' office and department.
- Generate, coordinate and/or review pay adjustment calculations in accordance with District personnel policies, under the policies and/or direction of Fiscal Services/Payroll department as needed.
- Investigate, review and calculate faculty employees' pay discrepancies using applicable District policies and procedures and collective bargaining agreements. Work with Payroll department for accurate budgeting, coding, and payment of District staff salaries; assist in correcting errors and resolving discrepancies.

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- Determine salary placement for unit members; implement and advise on negotiated agreements; develop and deliver training on compliance requirements.
- Develop and maintain salary schedules and other procedural documents and processes for compliance with board policy and procedures and negotiated language; prepare step increments for employees who are eligible, and post changes.
- Process, submit and account for all documents required by the District for planning including, but not limited to, evaluations, salary, employment agreements, contracts, and other required documents.
- Draft, oversee, prepare, review and preliminarily approve items for publication in a variety of print and electronic forms not limited to board docs and information for human resources site.
- Accurately enter new employee data and other personnel transactions into the Human Resources Information System (HRIS) database.
- Prepare periodic reports as needed, including transactions and Board of Trustees actions.
- Assist and support orientations for new employees; complete the hiring process by briefing new employees/candidates and assuring that all forms are properly filled out.
- Assist with special projects as required by the Executive Director; provide backup to other HR staff as needed.
- Performs other related duties as required.

Examples of Duties (Specific to Classified Personnel):

- Process all personnel transactions for classified employees, (regular, temporary, and management), coordinate and follow up with managers, supervisors, candidates, and others as necessary to ensure timely completion of transactions.
- Perform research and other work related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements and maintain confidential files.
- Act as an information resource to managers, supervisors and employees regarding human resources rules, regulations, policies and procedures, state and federal law, and collective bargaining provisions.
- Process, submit and account for all documents required by the District for planning including, but not limited to, staffing plan, evaluations, salary and pay plans, job descriptions, employment agreements, contracts, and other required documents.
- Draft, oversee, prepare, review and preliminarily approve items for publication in a variety of print and electronic forms not limited to board docs and information for the human resources website.
- Develop and maintain salary schedules and other procedural documents and processes for compliance with board policy and procedures and negotiated language; prepare step increments for employees who are eligible, and post changes.
- Accurately enter new employee data and other personnel transactions into the Human Resources Information System (HRIS) database.
- Maintain and track a pool of temporary classified employees and positions.
- Prepare periodic reports as needed, including transactions and Board of Trustees actions.
- Oversee the tracking and monitor days/hours worked by temporary employees and send notices of end of assignment to managers and temporary employees.
- Assist and support orientations for new employees; complete the hiring process by briefing new employees/candidates and assuring that all forms are properly filled out.
- Assist with special projects as required by the Executive Director; provide backup to other HR staff as needed.
- Performs other related duties as required.

Examples of Duties (Specific to Benefits and Leaves of absence):

- Administer and coordinate the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurance, employee assistance program, life insurance, disability insurance; provide information and assistance to District employees, new and covered individuals, medical and legal professionals, and insurance vendors regarding benefit-related matters.

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- Serve as District liaison to insurance companies and/or District broker in all aspects of coverage involving employees, retirees and their covered dependents; maintain communication with employees/retirees regarding benefit plans and retirement programs; provide information and assistance regarding filing requirements and filling out of claims for medical, dental vision care, STD/LTD and life insurance coverage, requests for payment and/or reimbursement of benefits.
- Serve as District liaison to search, review and contract with insurance company representatives and benefit consultants including renewals, resolve claim problems, and ensure contact compliance.
- Compile and analyze information and make recommendations for use in formulating District policies and procedures as related to employee benefits and for use in collective bargaining; assist in the development of written policies and procedures.
- Prepare management reports analyzing the effects of benefit changes in preparation for collective bargaining negotiations.
- Implement District annual open enrollment and correspondence with carriers and administrators with the plan; review enrollment forms and other documents for accuracy and forward to appropriate carrier, assist employees with information for proper filing of claims and problem resolution; organize and coordinate annual benefit fairs.
- Coordinate the District workers' compensation program within California-mandated time frames; act as liaison with the District's workers' compensation insurance carrier and with District employees; keep Payroll, HR staff, and appropriate managers informed on employee status.
- Oversee District ADA compliance, conduct interactive process, and coordinate workplace accommodations, including monitoring the return to work of individuals returning from medical or workers' compensation leaves; manages the medical separation process.
- Conduct orientation sessions for new employees; provide information regarding health and welfare benefits programs and the workers' compensation program. Keep Payroll and HR staff informed of any changes in benefits and programs.
- Perform related research and analysis including preparation of management reports on topics such as enrollments, expenses and cost projections. Assess the effect of benefit offerings for employer-employee contract negotiations by preparing benefit options reports for management positions.
- Arrange or conduct employee trainings, workshops, and educational opportunities related to understanding and participating in District health and welfare benefits programs.
- Plan and coordinate meeting agendas for the District Benefit Advisory Committee meetings; facilitate meetings to include employees.
- Coordinate medical and disability leaves within mandated time frames; serve as liaison with Payroll and administrators of employee status.
- Process all forms of leave request transactions for regular employees, coordinate and follow-up with managers, supervisors, and others as necessary to ensure timely completion of transactions.
- Notify, explain and calculate benefits for Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL). Compose and issue letters regarding FMLA, CFRA, CPDL, leave of absence usage and rights, and other correspondence to employees.

Examples of Duties (Specific to Classifications and Compensation):

- Collect, analyze, and develop occupational data concerning jobs, job qualifications and job characteristics to maintain the District Classification System.
- Conduct complex classification and reclassification studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; develop new jobs, classes, and classifications; and revise existing classification specifications.
- Research employment and salary histories, conduct salary surveys and classification studies, and respond to inquiries from employees and the public.
- Assist the Human Resources Manager with union contract negotiations as they relate to total compensation, including conducting research, statistical analysis, benefit/salary surveys and developing new salary schedules.

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- Interact with external entities in the collection, analysis, and comparison of internal/external classification and compensation information.

Examples of Duties (Specific to HRIS and Reporting):

- Oversee and provide support in conjunction with Information Technology, Fiscal Services, and Office of Instructional Management to the Human Resources staff in the operation of the District's HRIS systems to ensure data integrity and maintenance of accurate, and timely employee information in the HRIS systems; maintain a variety of database tables for use in complex data management, reporting, and analysis. Validate accuracy of all job/payroll related entries into the HRIS system.
- Accurately enter new employee data and personnel transactions into the Human Resources Information System (HRIS).
- Work in coordination with the Information Technology Department to identify, develop and respond to changing and/or new program needs.
- Collect and compile statistical data and other information for inclusion into special and periodic reports, and respond to public records request, and other reports requests internal and external.
- Monitor and audit accuracy of transactions in HRIS computer programs to ensure proper interface with benefits and payroll functions; enters or modifies data, writes queries and develops reports from HRIS.

Minimum Qualifications/Position Requirements (Education and Experience):

1. A Bachelor's degree in a related field or equivalent; and
2. Experienced in administration of employee benefit programs, collective bargaining, and/or classification and compensation.
3. Demonstrated ability to maintain confidentiality at all times, handle sensitive personnel matters, and respond to employee and public personnel inquiries with sensitivity, tact and diplomacy.
4. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Office Suite, team communication applications, HRIS software), personal computers, and other standard office equipment.
5. Demonstrated commitment to equity-minded practices in support of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students, college staff, and community members.

Desirable Qualifications:

- Prior experience maintaining classification structure(s), conducting compensation studies and surveys, performing job analyses, and creating and revising job descriptions.
- Prior experience developing and maintaining human resources information systems.
- Prior experience generating reports for a state or other public agency.
- Prior human resources experience in a collective bargaining environment.
- Certifications in benefits, compensation/classification, labor relations, human resources, employment.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)

KNOWLEDGE OF:

- Principles and practices of public and/or educational human resources administration, policies, and procedures.
- Principles of classification of positions and salary placement.
- State and federal regulations, including state education and government codes, terminology and processes applicable to human resources, employment and labor relations.
- Principles of public sector employer-employee relations and collective bargaining in California.
- Techniques and methodologies for conducting research and surveys related to classification, compensation, and labor relations.
- Rules, regulations and policies of the District and health care providers pertaining to employee benefit coverage.

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- Federal and state laws and regulations relating to employee benefits.
- Benefit program administration, including enrollment, eligibility and claim processing.
- Principles and procedures of workers' compensation and disability claim processing.
- Types of employee benefit and insurance programs.
- Methods and concepts of statistical analysis.
- Principles and practices of sound business communication in a higher education environment, including business letter writing and basic report preparation and presentations.
- Correct English usage, including spelling, grammar, and punctuation.
- Advanced use of word processing, spreadsheet, database, and presentation software; integrated data management systems; and other standard software utilized to create complex documents, reports, presentation, and materials and maintain complex data.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration and training.

SKILLS IN:

- Retrieving and analyzing data using a computer; database and spreadsheet software, and other HR-related software applications.
- Analyzing issues and problem solving.
- Public speaking, preparing and making presentations on complex issues and information (data).
- Listening, issues identification, negotiations and conflict resolution.

ABILITY TO:

- Interact and work in a highly-collaborative manner with diverse groups. Develop and maintain effective, productive professional relationships. Communicate both verbally and in writing before groups.
- Understand, analyze, interpret, explain, and apply policies, rules, laws and regulations accurately and effectively.
- Communicate tactfully and effectively with all levels of personnel at the College and the general public to gather information, explain policies and procedures, and to persuade others to accept or adopt recommendations.
- Treat individuals, including complainants, witnesses and subjects of investigation with respect, dignity and reassurance.
- Effectively counsel and assist staff, faculty and administrators; document and implement follow-up actions.
- Administer programs for the District, providing technical information and assistance to employees.
- Perform a variety of professional, technical, confidential, and analytical human resources functions with independent judgment and discretion and minimal guidance and supervision.
- Identify significant human resources issues and formulate reasonable conclusions and effective recommendations to solve them.
- Determine methodologies; obtain basic data necessary to evaluate solutions to complex problems and issues with multiple variables; present solutions in a clear, concise, and accurate manner.
- Research, analyze, and prepare clear, concise, and complex reports, recommendations, and presentations; make effective presentations to groups; ensure accuracy in all documents, reports, and correspondence released to the college community and the public.
- Organize, set priorities, and take initiative within areas of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, database, integrated data management software.
- Apply concepts and make valid analyses and comparisons; use critical judgment in the evaluation of data and development of plans, reports and materials.
- Work with labor union representatives on matters related to collective bargaining.

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- Work at a fast pace under the pressure of daily deadlines with frequent interruptions, adhering to schedules and deadlines; manage numerous projects simultaneously with close attention to detail.
- Organize complex processes with great efficiency.
- Compose clear and concise correspondence and produce accurate, clear and effective reports on a variety of matters independently or with a minimum of instruction.
- Work confidentially with discretion.

Physical and Mental Demands:

The physical and mental demands 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 qualified individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to talk or hear, in person, via video conferencing, and by telephone; sit, walk and stand; use hands, touch, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and verbal communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions and under intensive deadlines.

Working Environment:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. This position requires occasional travel to, and work at, multiple local sites and the District Office. Position also requires evening and weekend hours.

Certificates & Licenses:

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

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
2. Criminal Justice/Fingerprint Clearance.
3. COVID-19 Vaccination Status: All employees new to the District who access campuses or other District facilities, and/or participate in off-site work in-person for the District, must be fully vaccinated against COVID-19, prior to employment unless approved as exempt due to verified medical or religious reasons (as defined in federal or state laws and regulations).
4. California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
5. Certificated candidates who have not previously been employed in an academic position in California will be required to provide a medical certificate from a licensed physician showing that the candidate is free from any communicable disease unfitting the candidate to instruct or associate with students. The medical exam shall have been conducted not more than six months before submission of the certificate and shall be at the expense of the candidate. (Ed. Code Section 87408)

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6. **DISASTER SERVICE WORKERS:** All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
7. Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

Classification Category:

The Human Resources Operations Analyst is a classified administrative position, in compliance with all applicable sections of the California Education Code.

FLSA Status: Exempt

Salary Range: Confidential 3

Date August 16, 2022