

COLLEGE OF THE SISKIYOU
Job Description

Job Title: Analyst, Human Resources **FLSA:** Non-Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin Support/Management

Job Summary:

Administers employee benefits including pay, insurance and pension plans. Performs administrative duties related to Human Resource Office such as maintaining personnel files.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assists with preparation of confidential materials for collective bargaining purposes; maintains confidential files and records of collective bargaining. Produce final document for collective bargaining. (CTA & CSEA)

Assists with hiring summer camp employees. Maintains payroll data for camp employees.

Prepares and submits Personnel related reports. Collects and inputs data for the Staff Data Report.

Assists Personnel Director with collection of salary and insurance comparison data.

Maintains human resource information system; inputs new hire payroll information into payroll system for all employees; inputs changes in the payroll system; processes employee verifications. Maintains and updates seniority database; maintains vacation and sick leave database.

Takes minutes of Insurance Committee meetings, Classified Staff Development committee meetings, and any ad hoc committees chaired by the Personnel Director; prepares agendas and organizes meeting times and locations.

Receives and performs initial evaluation of Professional Growth Award requests.

Sends out evaluation forms to supervisors and employees in a timely manner; tracks return of evaluation forms.

Assists with orientation of new employees. Including coordination, and collection of initial employment requirements.

Maintains Unemployment Insurance claims file; completes responses to U/I queries.

Work closely with Third Party Administrator and employees in monitoring Worker's Compensation claims.

Maintains the APPLE Retirement program for adjunct and temporary employees. Maintains the APPLE Retirement database; sends in distribution request forms and monthly reports with payment; verifies distribution of money.

Independently prepares correspondence and reports. Prepares correspondence and reports, as requested by the Director of Personnel.

Verifies accuracy of monthly insurance billings. Monitors claims statements for eligibility accuracy. Makes corrections to monthly insurance statements. Serves as liaison between employees and Third Party Administrator to resolve claims questions. Maintain records and provides information related to full-time employee retiree programs (PERS & STRS).

May be required to sit in meetings where collective bargaining issues may be discussed.

Handles collective bargaining documents, information, and proposals, maintains records related to the collective bargaining under the Educational Employment Relations Act for the Human Resource Director.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession A.A. or an equivalent and at least three (3) years of experience in Human Resources, including two (2) years in Benefits. Bachelor's degree preferred.

Knowledge: Knowledge of principles and practices of Human Resources and Benefits; college policies, procedures and regulations; modern office practice and procedures; office equipment; payroll regulations; union contracts; laws and regulations related to benefits; PC and related software.

Ability: Ability to communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03

Revised: 4/03