



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Human Resources Business Systems Analyst	Salary Range:	41C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

Under the general direction of an administrator or manager, the Human Resources (HR) Business Systems Analyst provides advanced technical and analytical support to the Human Resources department by maintaining and enhancing HR information systems (HRIS) and related applications. The Analyst collaborates with HR staff, Information Technology (IT) teams, and stakeholders across the District to ensure HR data integrity, streamline processes, improve reporting and compliance, and optimize system functionality to support strategic HR and institutional goals.

DISTINGUISHING CHARACTERISTICS

The Human Resources (HR) Business Systems Analyst is distinguished from other HR and IT classifications by its specialized focus on the integration of human resources operations with business systems. The Analyst requires both advanced knowledge of HR processes and expertise in enterprise information systems, serving as a critical link between functional HR users and technical IT staff. The Analyst translates business needs into system requirements, managing system configurations, troubleshooting issues, and leading HR technology initiatives. The HR Business Systems Analyst is dedicated to systems analysis, data management, and process improvement to ensure HR operations are efficient, accurate, and aligned with institutional objectives.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Systems Administration and Maintenance

1. Configures, maintains, and troubleshoots HRIS and related enterprise applications.
2. Monitors system performance and ensures data accuracy, integrity, and security.
3. Coordinates with IT to coordinate upgrades, patches, and enhancements.
4. Evaluates new applications and tools to assess feasibility, integration requirements, and alignment with institutional systems.

Data Management and Reporting

5. Develops, generates, and maintains reports and dashboards for HR operations, compliance, and strategic planning.
6. Compiles and analyzes statistical data for workforce planning, audits, and program



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reviews.

7. Ensures compliance with District, state, and federal reporting requirements.

Business Process Analysis and Improvement

8. Collaborates with HR staff and stakeholders to evaluate and improve business processes.
9. Identifies opportunities for automation and increased efficiency in HR operations.
10. Documents workflows, system configurations, and process changes.

Project Leadership and Implementation

11. Leads or supports HR system projects, including but not limited to new module implementations and integrations.
12. Develops detailed project scopes, timelines, and deliverables in coordination with HR and IT.
13. Conducts system testing, validation, and post-implementation support.

User Training and Support

14. Provides functional support for HR staff and system users.
15. Trains employees on system functionality, best practices, and reporting tools.
16. Develops user guides, training materials, and technical documentation.
17. Delivers presentations on system enhancements, changes and capabilities to both technical and non-technical staff.

Compliance and Security

18. Ensures HR systems align with institutional data governance, accessibility standards, and security protocols.
19. Maintains compliance with federal, state, and local laws, including those governing data privacy, payroll, and employment records.
20. Assists in audits and risk management processes related to HR data.

Technology and Process Improvement

21. Partners with District HR, IT Payroll, and other departments to align systems with institutional goals.
22. Learns and applies emerging technologies and advances to remain current on best practices to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

23. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

24. Attends and participates in a variety of committees, meetings, workgroups, and professional development opportunities, as needed.



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25. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Information Systems, Human Resources, Business Administration, or related discipline; **AND**
- Three (3) years of progressively responsible experience in HR systems analysis;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience with Enterprise Resource Planning (ERP) Systems.
- Experience in a higher education environment.
- Experience with SQL, data analysis tools, and report writing software.
- Experience in project management.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge of HR operations, policies, and practices.
- Knowledge of IT governance, data security, and compliance regulations.
- Knowledge of HRIS systems, reporting tools, and database management.
- Knowledge of current and emerging technologies, trends, and best practices in IT.
- Knowledge of disaster recovery and business continuity planning.
- Knowledge of federal and state regulations related to student services, such as FERPA and HIPAA.
- Knowledge of student information systems, management information systems,



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databases, and data management practices.

- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Business systems integration, configuration, and implementation.
- Analytical, critical thinking, and problem-solving skills.
- Project management.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to adapt to changing technologies and environments.
- Ability to lead projects, manage competing priorities, and meet deadlines.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.



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SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel, or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college



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personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.