

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

Job Title:	Human Resources Analyst	Range: 37C	Confidential Schedule
Date Revised:		Date Approved:	September 9, 2025

PRIMARY PURPOSE

Under general direction from the District Director of Human Resources Operations, the Human Resources Analyst provides lead coordination and performs a variety of advanced level technical and analytical duties in support of human resources operations. The position serves as a lead confidential resource to executive management in the areas of personnel services, recruitment, labor relations, negotiations, classification and compensation, and organizational strategy. Incumbents exercise a high level of discretion, independent judgment in preparing analyses, reports, and the ability to resolve complex HR issues.

ESSENTIAL FUNCTIONS

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

1.	Performs a variety of complex and specialized administrative, technical and analytical functions in support of the District's Human Resources office; may lead and provide guidance to HR staff for employment services activities and personnel records maintenance.
2.	Serves as a lead in the performance of professional human resources activities in the areas of personnel services, classification, compensation, recruitment, onboarding and personnel training. Develops and standardizes procedures and methods to improve, and continuously monitors, the efficiency and effectiveness of assigned programs, service delivery methods, and procedures.
3.	Establishes and maintains confidential employee personnel files and records; extends offers of employment and coordinates the pre-employment process, which includes verification of qualifications, reference checks, and the DOJ background check.
4.	Monitors and tracks the status of background checks and communicates with HR staff once clearance has been granted.
5.	Communicates and coordinates with various District and campus offices, payroll, HR staff, and external agencies to ensure accurate and timely processing of a wide range of personnel transactions. Liaises with Payroll and Budget offices to confirm position control, funding availability, and accurate salary assignment, resolving discrepancies proactively.
6.	Prepares employment contracts for personnel in accordance with established policies and procedures; analyzes, evaluates, and calculates qualifications and work experience for academic, classified, and administrative classifications to ensure appropriate salary placement and step advancement. Reviews and verifies faculty and staff minimum qualifications.
7.	Serves as the primary resource for interpreting, applying, and explaining complex District policies, procedures, regulations, and collective bargaining agreements; responds to inquiries from employees, the public, and external agencies; collaborates with staff and management to provide expert guidance on intricate issues, requiring advanced independent judgment and technical expertise.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

8.	Analyzes transcripts, certifications, and employment verifications according to Chancellor Office Guidelines, Education Code, and/or Title V to certify academic, administrative, and classified personnel, meet state minimum qualifications and faculty service areas. Coordinates equivalency requests, facilitates committee meetings, and implements outcomes.
9.	Compiles, coordinates and prepares Board Agenda items for final review by HR management. Analyze personnel change forms for changes in employment; review for accuracy and completeness; processes changes in assignment, professional development, longevity, terminations, leaves of absence and other forms of adjustment for all employment classifications.
10.	Assists in the development, implementation, and evaluation of human resources policies, standards, and procedures to enhance department efficiency. Conducts audits of personnel records and HRIS data to ensure compliance with regulatory requirements and confidentiality standards. Manages and recommends improvement to employee files systems and is responsible for oversight of all employee information and master files, including security and confidentiality, information management best practices, and other impacts.
11.	Provides support to employee and labor relations through research, analysis, compilation, correction, and reporting of data for negotiations and other assigned projects. Reviews, interprets, and applies contract language. Assists in data compilation for formal and informal investigations and mediations as assigned. Provides recommendations for resolution to appropriate administrators; prepare, update, and submit appropriate documents and memoranda.
12.	Manage and maintain faculty load banking; audit faculty assignments to ensure compliance with Education Code provisions and state minimum requirements; respond to questions from college personnel regarding minimum requirements; assist and serve as a resource on equivalency, as needed.
13.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel. Facilitates periodic meetings with HR personnel. Communicate new programs, policies, procedures, and services of the department.
14.	Develops and conducts specialized presentations and trainings, as appropriate, covering specific HR operational and/or technical information.
15.	Provides functional work direction and assignments to HR staff and monitors work for accuracy; provides instructional training on HR work processes to staff; provides input to supervisor on employee work performance and behavior.
16.	Participates in special projects, process improvement initiatives, and cross-functional HR workgroups providing analytical input and recommendations.
17.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
18.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

	and educational environment; attend and participate in diversity, equity and inclusion training and events.
19.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Human Resources Analyst maintains frequent contact with District administrators, faculty and personnel, employment applicants, federal and state agencies governing personnel, and outside legal counsel.

EDUCATION AND EXPERIENCE

Minimum Qualifications

A Bachelor's degree from a regionally accredited college or university with major course work in human resources, public administration, business administration, or a related field.

Four (4) years of increasingly responsible human resources experience in a public-sector or unionized environment, including work with labor relations, classification, and confidential personnel matters; OR

Associate degree from a regionally accredited institution in a related field: AND six (6) years of increasingly responsible, directly related experience;

Or, any combination of education and experience which would provide the required equivalent qualifications of the position.

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

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of District policies, procedures, rules and regulations related to assigned functional area of responsibility

Knowledge of applicable sections of California Education Code, California Labor Laws, and other applicable Federal and State laws and regulations

Knowledge of applicable best practices in Diversity, Equity, Inclusion, and Accessibility (DEIA) in recruitment, retention, and workforce planning

Knowledge with Live Scan or DOJ fingerprinting coordination

Knowledge of principles of Human Resources programs, practices, and techniques

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Knowledge of general personnel, recruitment, class practices and procedures
Knowledge of principles of public sector employer-employee relations and collective bargaining in a unionized environment
Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques
Knowledge of local, state and Federal regulations, including those applicable to human resources, employment and labor relations
Knowledge of advanced word processing, databases, spreadsheet, presentation, and data management software, and systems including report generations and query writing
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of modern office practices, procedures and equipment
Knowledge of applicable HRIS/Human Resources software
Ability to perform a variety of professional, technical, confidential, and analytical human resources functions with independent judgment and discretion with minimal supervision
Ability to exercise sound judgment and discretion when working with confidential information that influences labor relations or personnel decisions
Ability to perform a variety of specialized technical duties concerning the employment of personnel
Ability to process confidential materials and information related to contract negotiations and personnel
Ability to establish and maintain effective working relationships with District personnel, state and federal agencies, and other third parties
Ability to read, interpret, apply and explain complex laws, contract language, regulations, policies and procedures
Ability to gather and analyze information/input/data/ideas and make recommendations for solutions while ensuring compliance with applicable laws, policies, and procedures
Ability to operate a variety of office equipment such as calculators, computers, copiers, etc.
Ability to make arithmetic calculations quickly and accurately
Ability to plan, organize and prioritize work
Ability to plan, organize, coordinate, manage and expedite projects related to assignment
Ability to assess, analyze, implement and evaluate research project activities
Ability to meet schedules and timelines
Ability to complete work efficiently with many interruptions
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to understand the scope of authority in making independent decisions
Ability to train and provide work guidance to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

District or campus office environment, subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
