NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Cypress College Fullerton College NOCE NORTH ORANGE CONTINUING EDUCATION

Job Description

Job Title:	Human Resources Analyst	Salary Range:	38C
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 Analyst serves as a senior-level technical and analytical professional responsible for coordinating and administering complex human resources operations within a public, unionized environment.

The HR Analyst provides high-level support to executive leadership across a broad spectrum of HR functions, including recruitment, classification and compensation, labor relations, personnel services, and organizational strategy. The Analyst exercises substantial independent judgment, discretion, and subject matter expertise in analyzing data, interpreting regulatory requirements, and resolving multifaceted personnel issues.

The HR Analyst plays a critical role in ensuring operational efficiency, regulatory compliance, and alignment with institutional priorities while maintaining the highest standards of confidentiality and service excellence.

DISTINGUISHING CHARACTERISTICS

The Human Resources Analyst is distinguished by its advanced technical expertise, lead coordination responsibilities, and direct support to Human Resources and District leadership on sensitive and complex human resources matters.

Unlike journey-level HR roles, the Human Resources Analyst operates with a high degree of autonomy and is frequently relied upon to interpret and apply complex laws, policies, and collective bargaining agreements. The Analyst serves as a key liaison across departments and external agencies, contributes to labor relations and negotiations, and provides functional direction to staff.

The HR Analyst is expected to lead process improvements, assist in the development of standardized procedures, and provide strategic and analytical insight that influences personnel decisions and organizational effectiveness.

ESSENTIAL FUNCTIONS

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

HR Operations and Program Coordination

1. Performs advanced administrative, technical, and analytical duties in support of District human resources operations.
2. Leads and coordinates employment services activities, including recruitment, onboarding, and personnel records management.
3. Develops, implements, and evaluates procedures and workflows to improve service delivery, operational efficiency, and compliance.
4. Monitors HR programs and recommends process improvements aligned with best practices and organizational goals.

Labor Relations and Organizational Support

5. Assists in labor relations activities, including data analysis, research, and preparation for negotiations.
6. Supports investigations, mediations, and grievance processes through data compilation and documentation.
7. Interprets contract language and provides recommendations to management on personnel matters.
8. Manages faculty load banking and ensures compliance with contractual and regulatory requirements.

Board and Administrative Reporting

9. Prepares and coordinates Board agenda items related to personnel actions for executive review.
10. Analyzes personnel data and prepares reports, recommendations, and documentation for leadership decision-making processes.
11. Ensures accuracy, completeness, and timeliness of all submitted materials and personnel actions.

Policy Interpretation and Compliance

12. Serves as a subject matter expert (SME) in interpreting and applying District policies, Education Code, Title V, labor laws, and collective bargaining agreements.
13. Provides guidance to administrators, staff, and external stakeholders on complex HR policies and procedures.
14. Conducts audits and reviews of HR processes and records to ensure compliance with legal and regulatory requirements.
15. Supports the development, implementation, and continuous improvement of HR policies and procedures.

Recruitment, Classification, and Compensation

16. Coordinates and administers recruitment processes, including job postings, applicant screening, and selection support.
17. Evaluates qualifications, transcripts, and experience to determine minimum qualifications, salary placement, and step advancement.
18. Prepares and processes employment contracts in accordance with District policies and collective bargaining agreements.

19. Supports classification and compensation analysis, ensuring alignment with internal equity and regulatory standards.

Personnel Transactions and Records Administration

20. Oversees the preparation, processing, and auditing of personnel transactions, including hires, assignments, leaves, and separations.
21. Maintains and ensures the integrity, confidentiality, and compliance of personnel files and HRIS data systems.
22. Coordinates pre-employment processes, including background checks, verifications, and onboarding documentation.
23. Collaborates with Payroll and Budget to ensure accurate position control, funding alignment, and salary administration.

Collaboration, Training, and Leadership

24. Provides functional direction, guidance, and training to HR staff; monitors work for accuracy and consistency.
25. Develops and delivers presentations, trainings, and communications related to HR processes and policies.
26. Serves as a liaison with District departments, campuses, and external agencies to coordinate HR activities.
27. Participates in committees, cross-functional teams, and special projects.

Technology and Process Improvement

28. Utilizes HRIS and other systems to manage data, generate reports, and support decision-making.
29. Learns and applies emerging technologies, tools, and advances in HR systems to improve HR operations and service delivery.
30. Participates in process improvement initiatives and organizational change efforts.

Diversity, Equity, Inclusion, and Accessibility (DEIA)

31. Supports District efforts to foster an inclusive work environment by ensuring HR practices and processes are equitable, accessible, and culturally responsive.
32. Attends and participates in diversity, equity, inclusion, and accessibility training and initiatives to enhance awareness and support fair employment practices.
33. Assists in promoting and integrating DEIA principles into recruitment, onboarding, classification, and other HR functions.

General

34. Drafts, proofreads, and maintains confidential correspondence, reports, and documents for HR management.
35. Participates in special projects, cross-functional workgroups, and policy updates.
36. Performs other related duties as assigned to support the operational objectives of the Human Resources Department.

WORKING RELATIONSHIPS

The Human Resources Analyst works closely with Human Resources management and staff to coordinate confidential recruitment, classification, benefits, and personnel transactions. The position provides discreet assistance to District administrators, managers, and supervisors on sensitive personnel matters, while collaborating with Payroll and Information Services to ensure secure processing of employee data. The Specialist also communicates with applicants, employees, retirees, and external agencies or to exchange information and provide confidential guidance in compliance with policies and agreements.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree from a regionally accredited institution in Human Resources, Business Administration, Public Administration, Organizational Development, or a related discipline; **AND**
- Four (4) years of increasingly responsible experience in Human Resources, preferably in a public-sector or unionized environment;

OR

- Associate Degree from a regionally accredited institution in a related discipline; **AND**
- Six (6) years of increasingly responsible, directly related human resources experience;

OR

- High school diploma or General Educational Development (GED); **AND**
- Eight (8) years of increasingly responsible, directly related human resources experience;
- **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 and be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Experience working in a public sector or educational institution human resources environment.
- 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:

- Principles, practices, and terminology of human resources administration, including recruitment, onboarding, personnel records management, benefits, classification, and compensation.
- Federal, state, and local laws, regulations, and compliance requirements governing employment in the public sector, including equal employment opportunity, leaves, and

labor standards.
- Applicable sections of the California Education Code.
- Principles of labor relations support, including how HR data and processes intersect with negotiations, grievances, and disciplinary actions.
- District personnel policies, procedures, collective bargaining agreements, and administrative practices applicable to confidential employment information.
- Methods for preparing, safeguarding, and presenting confidential reports, correspondence, and analyses for executive leadership and board-level review.
- Use and application of human resources information systems (HRIS), applicant tracking systems, and office technology to process transactions and maintain data integrity.
- Business writing and professional communication practices.
- Principles and practices of diversity, equity, inclusion, and accessibility in the workplace.

Skills:
- Interpreting and applying employment laws, rules, policies, and collective bargaining agreements with discretion and accuracy.
- Entering, retrieving, and analyzing HR data in HRIS and applicant tracking systems with a high degree of accuracy and attention to detail.
- Drafting clear, concise, and professional reports, correspondence, and supporting documents.
- Analyzing HR data and identifying trends or anomalies that may have implications for management strategy, negotiations, or compliance.
- Exercising discretion and maintaining confidentiality when exposed to sensitive management discussions, personnel matters, or labor relations issues.
- Establishing and maintaining cooperative and effective working relationships with individuals at all organizational levels and external agencies.
- Managing multiple priorities, deadlines, and confidential projects simultaneously in a fast-paced environment.
- Adapting to new processes, procedures, and technologies to improve efficiency and service delivery.

Abilities:
- Perform a variety of confidential technical and administrative duties in support of human resources programs and management objectives.
- Communicate effectively, both orally and in writing, with employees, administrators, managers, union representatives, and external stakeholders while safeguarding confidential information.
- Interpret and apply HR rules and policies in a manner that balances employee needs with management's strategic objectives.
- Anticipate sensitive issues, recognize when matters require elevation to management, and maintain strict neutrality and confidentiality in all such situations.
- Exercise sound judgment, tact, and diplomacy in handling complex or sensitive personnel issues.
- Work independently and collaboratively as part of a team, demonstrating initiative, professionalism, and integrity.
- Apply DEIA principles to ensure HR services and processes are inclusive, accessible, and equitable.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Travel may be required for various off-site meetings, training, 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:
Work requires frequent sitting, walking, and standing for extended periods. The position involves repetitive use of hands to operate a computer and other office equipment, reaching with hands and arms, and occasional bending or crouching. May lift and carry materials weighing up to 25 pounds, unassisted. Visual acuity is required for reading printed materials and computer screens.
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:
Requires sustained attention to detail, accuracy under deadlines, and the ability to interpret complex regulations and data; maintain confidentiality; prioritize and manage multiple tasks; exercise sound judgment; and remain composed while addressing sensitive, time-critical issues.

WORK ENVIRONMENT AND CONDITIONS

Work Environment
Work is performed primarily in an office environment with frequent interaction with various District administrators and personnel, faculty, students and the public. Occasional travel to other District locations may be required.

Working Conditions:
The position involves frequent interruptions, high transaction volumes, and time-sensitive requests. It requires the ability to work independently while collaborating within a team setting.

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.