

**Intercity Transit**  
**JOB TITLED: Senior Human Resources Analyst**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	3
<b>DEPARTMENT:</b> Human Resources	<b>DIVISION:</b> Human Resources	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> Human Resources Director	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> C43
<b>SUMMARY:</b> Performs complex professional-level analytical and program coordination for the human resources function with expertise in one or more functions including compensation administration, health and welfare programs, drug and alcohol programs, labor relations, unemployment insurance and workers' compensation.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs complex professional level work for human resources programs, serving as an internal Agency consultant providing recommendations on the most sensitive human resources issues. As a Senior Analyst, works independently under limited direction to ensure agency compliance with internal rules, regulations and policies, as well as State and Federal laws and regulations.		
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
1.	Serves as the Agency's Drug and Alcohol Program Manager ensuring compliance with federal mandated FTA regulations; coordinates and provides training for management and employees; coordinates required drug and alcohol testing; advises Agency management and employees on related policies and procedures; provides advice/recommendations on post accident issues and discipline related to drug testing program; monitors Agency contracts supporting D& A program; maintains related records and submits required federal reports.	Daily 20% (C4)
2.	Coordinates workers compensation program and unemployment compensation; monitors employee claims and works with management to resolve complex issues. Develops strategy for appeals to Employment Security Department determinations. Represents the Agency in workers compensation and unemployment hearings and adjudications; evaluates and assesses injured employees through medical documentation for return to work and transitional work programs. Coordinates, reviews CDL and Fitness for Duty Program requirements. Reviews Agency's accident/incident claims and records. Coordinates and researches claims and responds to inquiries from claimant, adjustors, investigators and the Agency's insurance carriers.	Daily 35% (C4)

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3.	Carries out assignments in various human resources areas. Analyzes available information to provide recommendations on employee issues and problems. Interprets and applies existing policies, contracts or regulations, and researches past practices or established procedures. Recommends changes to policies and personnel rules as needed.	Daily 20% (C4)
4.	Advises management on interpretation of collective bargaining agreement; counsels and assists in resolving union related issues. Serves on labor negotiating team.	As Required (C4)
5.	Coordinates the preparation, maintenance and distribution of human resource and risk management records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies.	Weekly 5% (C4)
6.	Conducts investigations into sensitive matters relating to internal and external complaints, grievances, allegations of misconduct, violations of policy or illegal discrimination, requiring appropriate handling of restricted or confidential information. Gathers information, interviews witnesses or others. Interprets contract provisions, policies, laws and procedures to determine applicability. Evaluates and verifies information to determine credibility.	Monthly 10% (C4)
7.	Provides recommendations to management regarding corrective and disciplinary actions for poor performance and for infractions of rules and regulations. Ensures Agency compliance with established policies, procedures and rules, as well as State and Federal laws and regulations. Participates in disciplinary investigations and administration. Maintains related records.	Monthly 5% (C4)
8.	Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events.	Monthly 5% NB
9.	Plans, organizes, coordinates and implements special human resources programs including employee assistance.	Monthly 5% (C4)
10.	Responds to internal and external inquiries regarding recruitment, benefits, policies, rules, regulations and applicable laws. Interprets union contracts and policies for employees and management. Designs, schedules, administers, and delivers training on a variety of human resources topics.	Quarterly 5% (C4)

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11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

**Knowledge** (position requirements at entry):

Knowledge of:

- Human resources principles and practices;
- Union contracts and labor agreements administration practices;
- Budgeting principles and practices;
- Risk management principles and practices;
- Safety and security administration practices and principles;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques;
- Mathematical concepts.

**Skills** (position requirements at entry):

Skill in:

- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Facilitating meetings and training sessions;
- Handling sensitive employee issues;
- Conducting investigations;
- Managing projects;
- Interpreting and administering labor agreements;
- Drafting policies and procedures;
- Maintaining records;
- Handling multiple tasks simultaneously;
- Preparing reports and business correspondence;
- Working with mathematical concepts;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Business Administration, or a related field and five years of professional human resources experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

None required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

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**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR