

Intercity Transit
JOB TITLE: Senior Human Resources Analyst

BAND C	GRADE 4	SUBGRADE 3
DEPARTMENT: Administrative Services	DIVISION: Human Resources	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Administrative Services Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: C43
SUMMARY: Leads and performs complex professional-level analytical and coordination for human resources programs and projects, with expertise in one or more HR functions including recruitment, labor relations, compensation administration, health and welfare programs, drug and alcohol programs, unemployment insurance and workers' compensation. While additionally implementing strategies that advance the priorities of the Agency and support sustainable HR programs.		
DISTINGUISHING CHARACTERISTICS: 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 and ensures agency compliance with internal rules, regulations and policies, as well as local, state and federal laws and regulatory requirements related to areas of functional responsibilities. May lead and direct the work of technical and support staff.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Carries out assignments in various human resources areas. Analyzes available information to provide recommendations on issues and problems. Provides counsel, training, and technical assistance to employees, supervisors, and management on employment law and employment related 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 15% (C4)
2.	Serves as the Agency's Drug and Alcohol Program Manager ensuring compliance with federal mandated FTA regulations, including policy and procedural compliance. Coordinates and provides training for management and employees; coordinates all required drug and alcohol testing, including post-accident and discipline-related testing; advises Agency management and employees on issues related to compliance; monitors Agency contracts supporting the drug and alcohol program; maintains related records and submits required federal reports.	Daily 10% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Manages workers' compensation program; monitors employee claims and resolves complex issues. Develops strategy for response and appeals; and represents the Agency in hearings. Evaluates and assesses injured employees through medical documentation for return to work and transitional work programs. Ensures worker's compliance with licensure requirements prior to returning to work and adherence to Fitness for Duty Program requirements. Coordinates and works directly with third party administrators on some program elements.	Daily 15% (C4)
4.	Manages claims administration and management of employee events and accidents. 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 10% (C4)
5.	Maintains and administers agency classification and compensation system. Conducts job analysis including job audits and position description questionnaires, makes recommendations for classification/compensation changes based on analysis results. Composes and revises descriptions. Conducts and participates in classification and compensation studies.	Monthly 10% (C4)
6.	Manages Leaves tracking system to ensure appropriate leave is designated, assigned, and granted according to leave policies, collective bargaining agreements, and regulations and laws.	Weekly 10% (C4)
7.	Coordinates agency response to all accommodation requests, including dialogue with employees, physicians, and others associated with determining an accommodation.	Varies
8.	Coordinates the preparation and maintenance 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)
9.	Conducts or leads investigations into serious and/or complex employment matters, including internal and external complaints, grievances, allegations of misconduct, violations of policy or illegal discrimination. Interprets contract provisions, policies, laws and procedures to determine applicability. Provides recommendations to management regarding investigation findings.	Monthly 10% (C4)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
10.	Ensures Agency compliance with established policies, procedures and rules, as well as State and Federal laws and regulations. Participates in disciplinary investigation meetings and hearings. Maintains related records.	Monthly 5% (C4)
11.	Attends, chairs and conducts a variety of meetings with the Agency; may serve on labor negotiations teams; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events.	Monthly 5% NB
12.	Develops and delivers training on a variety of human resources topics.	Quarterly 5% (C4)
13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

KNOWLEDGE (position requirements at entry):

- Public sector human resources principles and practices;
- Union contracts and labor agreements administration practices;
- Knowledge of labor laws and the principles and practices of employee and labor relations and public sector collective bargaining;
- Knowledge of team development methods and team-based work methods;
- Risk management principles and practices;
- Safety and security administration practices and principles;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Conflict resolution techniques;
- Budgeting principles and practices;
- Basic supervisory techniques and concepts to plan, direct, and evaluate the work of others;
- Mathematical concepts, including statistical analysis.

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SKILLS (position requirements at entry):

- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Facilitating meetings and training sessions;
- Handling sensitive employee issues;
- Conducting thorough and impartial investigations into serious and/or complex employment situations;
- Managing projects;
- Interpreting and administering labor agreements;
- Drafting policies and procedures;
- Maintaining records;
- Handling multiple tasks simultaneously and managing competing demands and deadlines;
- Preparing reports and business correspondence;
- Working with mathematical concepts;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions and making sound decisions under pressure;
- Communication, collaboration, and strong interpersonal skills to build effective relationships with a wide array of individuals having similar and different skill and ability.

TRAINING and EXPERIENCE (position requirements at entry):

- Bachelor's Degree in Business Administration, or a related field;
- Five years of professional human resources experience;
- Labor relations experience with interest-arbitration eligible groups preferred;
- 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.

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.

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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

Revised: 2/2016 Font changes

Revised: 12/2017 Update to reflect labor relations focus and title change from Sr HR Analyst; Fox Lawson Group (NA)

Revised: 7/2019: Updated job description, removed labor relations duties. hs