



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## HUMAN RESOURCES ANALYST I

<b>Group:</b> Human Resources	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 39 <b>Job Code #:</b> YC30
-------------------------------	---	--

### JOB SUMMARY

This is the entry level performing Human Resources Analyst I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

### OVERSIGHT

**Supervision Received:** Receives direction from the Team, Unit, Section, or Group Manager.

**Supervision Given:** None

### JOB DUTIES

#### GENERAL

1. Learns and assists with routine human resources activities relating to an assigned program area in accordance with applicable human resources policies, procedures, methods and techniques.
2. Learns and assists in performing the more routine analytical and administrative duties related to preparation of reports, and conducting analysis in assigned area of responsibility.
3. Learns to work within established procedures and guidelines in providing assigned human resources services, and reviewing new or unusual situations and work assignments with higher level human resources staff.
4. Learns and assists in providing efficient and effective assistance and service to Metropolitan employees.
5. Learns and assists in the preparation of research studies, and reviewing results in assigned area of responsibility.
6. May perform project management duties.
7. Learns and assists in answering questions and researching questions when more complex information is requested.
8. May be a corporate credit card holder. Performs corporate credit card purchases reconciliations, and creates reports.

9. Performs other related job duties as required.

#### **BENEFITS**

1. Reviews, completes, and processes a variety of benefit administration forms and template letters including enrollment, changes, termination, claims, surveys, court order garnishments, COBRA, and verification.
2. Learns and assists in responding to benefit inquiries regarding disability, deferred compensation, retirement, leave administration, health and voluntary benefits and various reimbursement programs. May provide information to Payroll, and retirement, health, benefits and employee service providers.
3. Learns and assists with researching records and accounts for prior membership, premium history, account discrepancies, requested information, buybacks, withdrawal status, payment history, prior claims, overpayments, underpayments, injury information, and adjustments in database.
4. Learns and assists with making adjustments, creating, updating, inputting, and maintaining information in a Human Resources Information System and applicable databases.
5. Processes, reviews, tracks, and maintains requests for various employee reimbursement programs.

#### **CLASSIFICATION AND COMPENSATION**

1. Learns and assists to conduct classification and compensation analyses by reviewing and analyzing the components of a classification to ascertain the nature of work performed, identifying the appropriate classification, comparing the classification to other classifications and to market data, and writing comprehensive reports to include recommendations.
2. Learns to interview employees, supervisors and managers, to conduct job observations, and/or focus group meetings to collect job and organizational data.
3. Learns and assists with researching, compiling, analyzing, and interpreting market survey, organizational, occupational, comparator agency, or other data to respond to salary survey requests, conduct salary surveys, and prepare reports.
4. Learns and assists to create and revise classification specifications and/or job descriptions.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

1. Learns and assists in ensuring that all activities and objectives set forth in Equal Employment Opportunity and Affirmative Action programs are being realized.
2. Learns and assists in disseminating information regarding Equal Employment Opportunity and Affirmative Action programs.
3. Learns and assists with keeping managers, supervisors and employees informed of current Equal Employment Opportunity and Affirmative Action requirements.

4. Learns and assists in recommending the establishment of new programs relating to Equal Employment Opportunity and Affirmative Action programs objectives and requirements with federal and state laws.
5. Learns and assists in the analysis and collection of data pertaining to investigations of complaints and charges of discrimination, unlawful workplace harassment and retaliation to prevent violations of policy and federal and state laws.
6. Learns and assists in monitoring and coordinating training pertinent to Equal Employment Opportunity and Affirmative Action programs.
7. Learns and assists in the analysis and collection of data related to the preparation of the organization's affirmative action program.
8. Learns and assists in the preparation of a variety of routine and ad hoc statistical reports as may be required for government reporting and internal monitoring of the progress of Equal Employment Opportunity and Affirmative Action programs. Assist in the collection and analysis of data related to various employment activities.

#### **HUMAN RESOURCES INFORMATION SYSTEMS**

1. Learns and Assists with providing orientation and technical training to primary and secondary Human Resources Information System users in system capabilities. Learns and assists with creating training manuals and materials as appropriate.
2. Learns and assists with updating the internal website by coordinating with functional owners and providing samples and suggestions for review and approval. Ensures website changes are made timely and corresponds to existing protocols.
3. Learns and assists with testing system upgrades; learns and assists with evaluating the impacts and results of modifying applications and installing system upgrades on established reports, screens, and web applications.
4. Learns and assists to modify or update application data, tables and reports during upgrade or conversion process from one system release to another.
5. Learns and assists to develop reports based on customer requests.
6. Learns and assists with auditing and reviewing the accuracy of employee data maintained in reports, systems or files.
7. Learns and assists to input Human Resources data into various spreadsheets and systems.
8. Learns and assists in formatting ad-hoc queries and reports based on customer requests or project needs.

9. Learns and assists to provide recommendations on options available to address user needs; learns and assists in developing specifications for new or modified applications considering data and work flows, logical processes, and reporting requirements.

#### **TRAINING and DEVELOPMENT**

1. Learns and assists with designing, developing and implementing curriculum, action learning, training workshops and electronic learning to meet business needs.
2. Learns and assists in preparing and coordinating training programs and e-learning, program materials, customer communications, venue logistics. Utilizes learning management system to generate reports and analyze training data.
3. Learns and assists in conducting research with subject matter experts and others as needed to define training content and to identify knowledge and skill gaps.
4. Learns and assists with ongoing deployments of curriculum, workshops, and training content.
5. Learns and assists with evaluating vendor performance and adherence to agreements.
6. Learns and assists in conducting, monitoring, and evaluating training courses delivered in assigned area and drives appropriate follow-up activities.
7. Learns and assists with managing project plans for successful implementation to include critical design milestones, business readiness, communications and deployment.
8. Learns and assists with the administration of training processes and policies.
9. Assists with coordinating training website design, content and maintenance.

#### **RECRUITMENT**

1. Learns and assists to administer recruitment and selection processes.
2. Learns and assists to respond to management, employees, and job applicants.
3. Learns and assists to initiate background investigation and review results.
4. Learns and assists to maintain applicant tracking and other pertinent recruitment and selection information using Human Resources Information System.
5. Learns and assists to conduct reference checks and communicate results.

#### **EMPLOYMENT STANDARDS**

#### **MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's degree from an accredited college or university in a related field; or four years experience at the MWD Human Resources Assistant III level in the related field.

**Required Knowledge of:** Basic techniques of data collection and research methods; principles of business letter writing and basic report preparation; methods for equipment including multi-line phones, copiers, facsimile machines, and computers.

**Required Skills and Abilities to:** Learn, understand, apply, and explain human resources rules, regulations, policies and procedures, and applicable local, state, and federal laws; learn to complete detailed template letters, forms, and questionnaires; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; operate office equipment including computers and supporting applications.

**CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS**

- Valid California Class C Driver License that allows you to drive in the course of your employment.

**DESIRABLE QUALIFICATIONS**

None

**PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

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

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.