

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Human Resources Analyst**

**Division:** Management Services

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### **Summary:**

Under general supervision, performs professional human resources support duties, including recruitment and selection, classification and compensation, benefits administration, and employee relations for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA), and performs other related duties as assigned.

### **Essential Duties and Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides professional advice and guidance to administrators, managers, employees, applicants and the public on District and MRCA human resources policies and procedures and the interpretation and application of Board Policies, Ordinance Manual and state and federal laws governing human resources management.
- Conducts annual classification studies and desk audits; develops and recommends new/revised job descriptions; ensures all approved changes are made to position control and payroll records.
- Participates in and provides support for recruitment, testing and selection processes; works with hiring managers to develop recruitment plan; screens candidates and makes determinations on whether applicants meet established minimum qualifications; monitors applications received to ensure an adequate qualified and diverse applicant pool; assists with hiring and onboarding processes.
- Administers the District's and MRCA's employee benefits program including short- and long-term disability, workers' compensation and leave programs; participates in annual benefits program open enrollments and explains benefits plan coverage and eligibility; interprets and counsels employees regarding employee rights and the interpretation and application of programs; acts as liaison with program administrators and insurance carriers to resolve problems.
- Processes personnel salary adjustments, out-of-class assignments, family medical and other leaves and disability requests; oversees and administers promotion, transfer, and separation procedures of current employees.
- Reviews payroll to ensure policies are followed and to verify salary and/or benefits changes.
- Communicates, coordinates and oversees the performance evaluation program.
- Coordinates a variety of mandated employee trainings and professional development programs; tracks and maintains database of employee certifications.
- Assists in the administration of employee disciplinary issues and actions.
- Conducts special studies and projects and prepares statistical and narrative reports, correspondence, and other written materials.

## **Other Duties and Responsibilities:**

- May be required to drive District or personal vehicle.
- May provide guidance in the work of other Human Resources and administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Represents the District at local and regional job fairs, conferences, meetings, workshops and training seminars.
- Participates during disasters or when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from an accredited four-year college or university with a major in human resources management or a related field, and at least three years of progressively responsible human resources experience; or an equivalent combination of training and experience.

### **Language Ability:**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to research and write reports, business correspondence and procedure manuals. Ability to make presentations to diverse audiences. Ability to conduct interviews, present information and respond to questions from managers, employees and applicants.

### **Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to research and analyze a variety of administrative, organizational and human resource management problems and consult effectively with administrators and managers to develop solutions.

**Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- Possession of a certification in Human Resources Management or certification with the Society for Human Resources Management (SHRM) is desired.
- All full-time employees require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

**Other Required Skills:**

Use of word processing, spreadsheets and database programs including utilizing human resources information systems and query tools to extract data from databases for interpreting and communicating data.

Ability to exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations.

Maintain confidentiality of information and work products.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and may be required to work some overtime. The work environment is subject to low to moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

**Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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New 4/4/24

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*