



HUMAN RESOURCES ANALYST I

JC: 000362

PG: N02

BU: 91 (NR)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under close supervision, performs analytical support work to assigned human resources functional areas, which may include one or more of the following: recruitment and selection, classification, compensation, benefits program administration, human resources information systems, leave management, and workforce development; conducts studies and surveys; performs a variety of analytical and technical tasks; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the entry level classification in the Human Resources Analyst classification series. Incumbents in this classification are responsible for learning and performing professional level Human Resources work, and assignments become progressively more difficult as experience and proficiencies are gained. Positions in this classification are flexibly staffed and may be filled via internal, flexible staffed promotions. This classification is distinguished from the Human Resources Analyst II classification in that it is an entry/trainee level classification, whereas the latter is the full-journey level of the Human Resources Analyst series and performs broader and more complex duties with a higher level of independence.

REPORTS TO

A Human Resources Division Manager or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs a variety of analytical tasks related to processing personnel requests in the areas of talent acquisition, classification and compensation, benefits administration, human resources information systems, absence and leave management, substance abuse programs, and workforce development.
2. Performs recruitment activities; prepares job-postings and advertisements; screens applications; administers job selection procedures for application review, testing and assessment and interviews.
3. Maintains and ensures accuracy of position and employee data, including creating and abolishing positions and processing position reallocations.
4. Assists with the administration and coordination of employee leave programs, including worker's compensation and disability leaves; maintains, analyzes, and audits Districtwide employees leave data; and responds to employee inquiries related to employee leave

programs.

5. Assists with the coordination of random alcohol and drug testing activities, maintains related documentation, and tracks and coordinates maintenance of data related to testing activities.
6. Conducts organizational and classification studies using a variety of evaluation methods; recommends adjustments; prepares job analysis documents and job descriptions.
7. Conducts and participates in compensation and benefits surveys; analyzes and matches survey data; prepares reports and makes recommendations.
8. Provides assistance in the administration of employee benefits programs; and responds to inquiries from employees and outside parties.
9. Prepares reports, presentations and documentation; maintains accurate records and files.
10. Conducts a variety of individual or group meetings including exit interviews and new employee orientations.
11. Responds to employee requests and public inquiries in a courteous manner; provides information within area of assignment; resolves complaints in an efficient and timely manner.
12. Interprets and explains human resources policies, procedures, rules and regulations to District staff.
13. Stays abreast of new trends, legislation and innovations in the field of human resources.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of personnel services programs and operations
- Methods and techniques of research and data collection
- Basic methods and techniques of recruitment, selection and interviewing
- Basic principles, practices, methods and techniques of job evaluation and analysis
- Basic principles and practices of compensation and benefits programs
- Methods and techniques of basic report writing
- Current office procedures, methods and equipment including computers
- Related Federal, State and local codes, laws and regulations

Skill in:

- Performing a variety of tasks in support of the personnel services program
- Activities including recruitment and selection, job analysis and classification, and compensation and benefits
- Collecting and analyzing data from surveys and assessments
- Preparing clear and concise reports and documentation
- Maintaining accurate records and files
- Learning to interpret and apply laws, policies, procedures, rules and regulations
- Responding to requests and inquiries from employees and the general public

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- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Communicating clearly and concisely, both orally and in writing
- Operating office equipment including computers and supporting word processing and spreadsheet applications

MINIMUM QUALIFICATIONS:

EITHER

Experience

One (1) year of experience as a Senior Human Resources Specialist with the San Francisco Bay Area Rapid Transit District.

OR

Education

Possession of a Bachelor's degree from an accredited college or university in Human Resources, Public Administration, Business Administration, Industrial Relations, or a closely related field.

Substitution

Paraprofessional level or higher Human Resources experience, at a level comparable to or higher than the Human Resources Specialist classification with the District, may be substituted for the education requirement on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computers.

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0630 – Human Resources Workers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : January 2023

Revised: