



Internal/External Employment Opportunity

- JOB TITLE:** Human Resources Analyst
- JOB STATUS:** Exempt
- PAY RANGE:** \$5,005 - \$6,736 per month, dependent on qualifications
- CLOSING DATE:** Open Until Filled, First review on Friday, March 6, 2015
- DUTIES:** Under the general supervision of the Director of Human Resources, performs a variety of technical and administrative staff work in support of human resources functions including recruitment, selection and placement, employee records maintenance, employee orientation, classification and compensation, performance appraisals, benefits administration, training coordination, employment separation and assists in the overall administration of the Human Resources Department. This is the advanced journey-level class in the job family. Duties and responsibilities are carried out with considerable independence within the framework of established policies and procedures. The work of this class involves accountability and decision-making responsibilities. The Human Resources Analyst will coordinate the recruitment, selection and placement process, employee records maintenance, employee orientation, classification and compensation, performance appraisals, benefits administration, training, and employment separations; interpret and explain policies, procedures and regulations to District management, staff and the public as necessary; maintain the Human Resources intranet page and ensure updates are posted to the District's website; provide assistance and advice to department staff with regard to District policies, procedures and memoranda of understanding; maintain the District's Human Capital Management system to: process payroll related transactions; change benefit and salary tables; update employee data; produce required reports; conduct necessary troubleshooting with the IT and payroll departments; manage the District's DMV, DOT and random drug screen checks program and ensure compliance with Department of Transportation regulations; independently prepare, review, proofread, and edit a variety of letters and documents; enter purchase orders and requisitions; respond to requests for information; compose correspondence and employee action forms for Director of Human Resources' signature; reconcile monthly Cal Card statement and department invoices and submit for approval; receive and distribute department mail; maintain and order supplies for the department; participate in the development and monitoring of the Human

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Human Resources Analyst**

Resource Department's annual budget; track employee requests for educational reimbursement; track hours worked for all intern, part-time and temporary employees to ensure benefits are administered pursuant to laws and District policies.

QUALIFICATIONS:

A Bachelor's degree or equivalent in public or business administration, human resources management or a related field and minimum of five years of increasingly responsible human resources management experience; or an equivalent combination of training and experience; experience in a governmental setting is preferred. Incumbents must possess excellent written and verbal communication skills; have proficient knowledge of the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.), business office equipment, and other applicable computer programs; experience with Human Capital Management (HCM) system (JD Edwards, SAP, Oracle, PeopleSoft etc.) is preferred. Incumbents must possess and maintain a valid California driver's license and a safe driving record.

**PHYSICAL
REQUIREMENTS:**

Position requires occasional stooping, bending, climbing, lifting, walking, reaching, and the ability to carry and lift materials and objects weighing up to 35 pounds. In addition, this position requires travel by automobile to conduct District business, oral communication with District management, coworkers, and District customers in face-to-face, one-on-one, and group settings, regular use of the telephone for communication, operation of office equipment such as computer terminals, copiers, and facsimile machines, sitting for extended time periods, and hearing and vision within normal ranges.

**APPLICATION
PROCEDURE:**

Internal Candidates: Please obtain a job bid form from the Human Resources Department.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com.

This position is open until filled with a first review date on Friday, March 6, 2015. Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com.

Completed job bid forms and applications must be received in the Human Resources Department by 5:00 p.m. on Friday, March 6, 2015 to be considered in the first review of applications.