

Position Description

Position Title:	Senior Human Resources Analyst	Department:	Human Resources
Reports to:	Human Resources Manager or Assistant Director of Human Resources	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	August 4, 2022
Representation Status:	Unrepresented	Date Revised:	N/A

Summary

The primary purpose of this position is to provide advanced professional, analytical and project management support to advance human resource initiatives, program, policy, and process improvements and assist in leading the development and implementation of goals, objectives, policies, and procedures as part of the Human Resources management team. As a functional, programmatic or project lead, this position may supervise staff and will lead a variety of highly complex projects involving employee and labor relations activities, merit based recruitment and selection, employee benefits administration, job analysis and classification, compensation, workers' compensation, safety, performance management, training and development, and improved general human resources administration; provides consulting services to Agency departments related to all aspects of assigned programs and activities; and serves as a technical expert in multiple programmatic areas using initiative and resourcefulness, and a high degree of judgment and discretion in advising on, and maintaining confidentiality regarding, complex and highly sensitive employment issues.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Plans, researches, makes recommendations and leads various human resources related projects and work assignments; provides consultation to and coordinates with other departments on human resources projects and programs; develops recommendations for operational, programmatic, policy, and/or procedural changes; participates in program and project implementation and monitoring of activities.
- Supervise, direct, train, evaluate and assign work to department staff as assigned to include development of performance improvement plans and progressive discipline recommendations when necessary, provide functional supervision to department staff.
- Provides consultation and analysis or recommendation concerning human resources functions and issues, investigates and responds to concerns or programmatic issues, assesses program effectiveness and makes recommendations.
- Plans, develops, organizes, implements, and evaluates broad human resources and agency operational, organizational, and program development needs, and conducts employee, management, and organizational needs assessment.
- Promote and advance a culture of diversity, equity and inclusivity that inspires new perspectives and makes the most effective use of the capabilities, insights and ideas of all individuals, providing analysis and recommendations for management.

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- Administers and makes recommendations to improve administration of Human Resources Information Systems (“HRIS”), policies, programs, and processes to support agency change initiatives, and maintain compliance with legal obligations, and established and changing policies and procedures.
- Assists and participates in employee engagement, merit-based recruitment strategies/efficacy, department and organizational strategic initiatives and employee/labor relations.
- Develops and implements internal communication strategies, programs, and information delivery; coordinates and ensures effective communication between departments; clarifies and reconciles complex issues relating to strategic and operational planning and procedures.
- Provides insight in establishing organizational structures that are efficient, cost effective, support desired skill levels, and facilitates career development.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials; researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor’s degree from an accredited four-year college or university in human resources management, public or business administration, or related field and a minimum of three (3) years of progressively responsible experience performing diverse human resources functions including two (2) years of functional, lead and/or direct supervisory experience.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee’s ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

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Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including performing a broad range of human resource activities under various terms, contracts, and sanctions including rules and regulations governing public employers in California. Demonstrates knowledge of or the ability to learn, adhere to, and advise others on general operations of SCCHA, Federal and State programs, including policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position. Applies skills in administering and analyzing recruitment outcomes, change management and employee engagement initiatives, benefit and compensation plans, and workplace risk and safety and policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Strategic Capability and Leadership: Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through



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mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]