

PERALTA COMMUNITY COLLEGE DISTRICT – January 2025

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**PRINCIPAL HUMAN RESOURCES
ANALYST
(Confidential Salary Range 046)
Job Code: 1093**

CLASS PURPOSE

Reporting to the Director of Human Resources, the Principal HR Analyst is the lead functional Analyst for the department. The Principal HR Analyst performs a wide variety of HRIS and systems data analytics and support, as well as functional and analytical support on a variety of personnel database applications. Those functions include, but are not limited to data input, retrieval, analysis, and development duties in support of the District's HRIS; serve as a functional resource to HR leadership and staff, District employees, and external stakeholders in the compilation and dissemination of information through the District's HRIS database systems and modules. Employees in this class assume the more complex activities involved in data management. This position requires the use of independent judgement as well as identifying problems in advance and proposing solutions.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Serve as HR representative and liaison with PCCD IT department. Work collaboratively with HR users and IT staff to provide computer system support for the HR modules of the District's enterprise resources planning (ERP) system and related third party HR modules that integrate with and extend the functionality of human capital management (HCM).
- Oversees employee information collection, analysis and reporting and supervises the input of data. Assure the integrity and accuracy of system data; review information input into HRIS modules for accuracy and completion; run reports to verify data; adjust and correct within the system as appropriate.
- Create Standard Operating Procedures for HR business processes.
- Compile and maintain internal database files and tables. Develop custom reports and queries. Perform research and provide data and reports as requested by HR leadership.
- Evaluates and assesses the District's HRIS to ensure that personnel actions are updated, reporting is accurate and timely, periodic maintenance is conducted, and troubleshooting is conducted, as necessary.
- Assist in the review, testing and implementation of system upgrades and/or patches; participate in cross-functional teams within and beyond the department to assure smooth integration of data and information.
- Evaluate and coordinate the development, implementation, integration and maintenance of existing software and hardware; may be involved in the design of new and/or modification of existing HRIS configurations.

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- Provide HRIS and functional expertise, functional training, and guidance to HR leadership and department staff; conduct training sessions and provide user training documentation for District administrators and staff.
- Serve as the department's functional liaison for other functional experts including District Finance, Payroll and District Information Technology. Provide functional leadership and analytical support to the various stakeholders.
- Develop and implement special projects as assigned.
- Ensures basic day to day HRIS activities and processes are accessible.
- Oversee, support and maintain the Position Management module of the HR core system; create new positions, update existing positions, inactivate dormant positions, compile and provide user training guides on applicable practices on new request and request for changes to a position number.
- Collaborating with senior level administrators and department staff, ensure the department's information systems provide data and reporting requirements that comply with Federal and State Labor and Employment Laws and Regulations.
- Research, query, and compile statistical data and other confidential information in response to requests from management and bargaining units.
- Monitor Human Resources Department website information; in partnership with PIO or other departments, as applicable; responsible for ensuring that all content is accurate, ensure that information is presented appropriately; ensure that HR Department website links are functioning, work with HR staff, IT, or other departments, as needed.
- Administer user security access to HR modules.
- Perform other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- o Human Resources functional areas and processes.
- o Modern computer platforms, operating systems, servers, human resources systems and applications software.
- o HRIS administration, implementation, and maintenance.
- o Report preparation procedures and techniques.
- o State and federal laws and District policies affecting information technology and human resources, including reporting requirements.
- o Report generation and compliance tracking.
- o Working knowledge of accounting, budgeting and payroll concepts and terminology.
- o Laws, regulations, rules, and policies related to administrative functions.
- o Practices and trends in the field of assignment.

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- o Research and analytical methods.
- o Governmental organization.
- o Practices and techniques of HR MIS for California Community Colleges.
- o Project management.

Ability to:

- o Demonstrate ability to build strong working relationships across all levels of the organization.
- o Analyze data and information and reason logically; resolve complex problems and use independent judgement to plan and accomplish goals.
- o Analyze and evaluate systems operation and make recommendations in operations, systems, procedures, policies and methods.
- o Determine and develop solutions; make recommendations for alternatives for possible courses of action.
- o Perform multiple complex duties simultaneously with constant changing priorities and deadlines.
- o Keep up to date with current information technologies and best practices.
- o Prepare detailed reports and recommendations.
- o Demonstrate a strong customer service orientation.
- o Communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, computer science, information system or a related field, and five (5) years of increasingly responsible professional level HRIS administration or related program administration experience.
2. Demonstrated ability to always maintain confidentiality, handle sensitive personnel matters, and respond to employee and public personnel inquiries with sensitivity, tact and diplomacy.
3. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, and PowerPoint), personal computers, and other standard office equipment.
4. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- 5-7 years of system management experience, preferably in HR information systems.
- Advanced data analysis and reporting skills.
- Demonstrated competency in the development and implementation of system initiatives, strategies, policies and process improvements.
- Experience in a higher education or other public sector environment that involves bargaining units is highly desirable. PHR or SPHR certification from the Society of Human Resources Management (SHRM) or other HR certification.
- Experience working in an environment that requires handling of sensitive and confidential information with discretion, tact, and diplomacy.

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- Functional lead or implementation experience with Enterprise Resource Planning (ERP) systems.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.