

PERALTA COMMUNITY COLLEGE DISTRICT - December 2024

**CLASSIFIED JOB DESCRIPTION
SR. HUMAN RESOURCES ANALYST II (Leaves & Benefits)
Confidential Salary Range 38
Job Code: 1090**

CLASS PURPOSE

This is a confidential position. Under the general direction of the Benefits Manager, the Sr. Human Resources Analyst II for Leaves and Benefits, performs professional-level work in the analysis, research, preparation monitoring of employee benefits, integrated leaves, and absences transitions. While the incumbent is primarily assigned to Benefits and Leaves, the individual may be assigned to perform other Analyst level duties. Employees in this class assume the more complex activities involved in data management. This position requires the use of independent judgment as well as identifying problems in advance and proposing solutions.

EXAMPLES OF ESSENTIAL DUTIES:

- Processes all forms of leave request transactions for regular employees, which involves coordination and follow-up with managers, supervisors, and others as necessary to ensure timely completion of transactions.
- Performs research, compiles statistics and analyzes data and other work related to a variety of employee-employer relations matters, negotiations, and collective bargaining agreements.
- Acts as an information resource to managers, supervisors, and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining agreement provisions.
- Notifies, explains and calculates benefits for Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL). Composes and issues letters regarding FMLA, CFRA, CPDL, leave of absence usage and rights, and other correspondence to employees.
- Collaborates with Risk Management and administers the Unemployment Compensation Program claims within State-mandated time frames.
- Maintains confidential medical leave files containing Protected Health Information in compliance with The Health Insurance Portability and Accountability Act (HIPAA).
- Serve as district liaison for leave plans.
- Collaborates with the Information Technology Department liaison and the HRIS Lead in the creation and update of associated PeopleSoft/Oracle tables.
- Assists in providing functional support for the automated leave management modules of the PeopleSoft CMS system (i.e. reviewing and approving reported time, managing employee enrollment plan and workgroup).
- Assists with detecting and identifying problems and deficiencies in the leave and benefits technology systems (i.e. PeopleSoft, Benefit Bridge).

- Writes and maintains documentation for user guides, instructor guides and procedural guides.
- Process the District sick leave transfer, long-term disability (LTD) insurance, State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) pension programs.
- Processes unemployment insurance claims. Conducts liaison with an unemployment insurance representative. May also conduct liaison with a hearing representative and attend hearings.
- Liaison with CalPERS and CalSTRS representatives and coordinates workshops with those representatives.
- Establishes and maintains complex, interrelated administrative and confidential filing systems and records.
- Assures the integrity 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.
- Works with Human Resources personnel to evaluate HRIS software and hardware needs and may design new and modify existing HRIS configurations to meet changing demands.
- Provide human resources technology expertise to Human Resources leadership and staff regarding human resources matters; assist and participate in developing user training guides on applicable areas of HRIS technology software and applications.
- Serve as the department's technical and functional liaison for Leave & Time Management, including District Finance, Payroll, and District Information Technology.
- Troubleshoot problems and issues of concern with software and data output; 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.
- Participate in user group meetings and conferences.
- Assists with special projects as required by the Benefits Manager; provides backup to other Benefits Specialist in the office as needed.
- Complete audits and data cleaning of historical HRIS data.
- Create Leave Plan accuracy reports based on FTE changes, pay group changes, etc.
- Audit and correct timesheet entries.
- Update the paper Leave of Absence Reports for all classifications.
- Create & produce Vacation Liability Report (annual).
- Run vacation & sick leave Balance Request Reports.
- Audits comp time hours – HRIS (as needed).
- Ensure data integrity and accounting for process changes.
- Ability to understand requirements needed for the creation of new queries in PeopleSoft.
- Manage stacked records for temporary reassignments.
- Calculate vacation Bonus analysis and reports.
- Complete Sick Transfer forms for all employee classifications.
- Process all Quarantine hours and other time reporting codes.

- Complete vacation payouts for administrators and classified employees.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Practices and trends in the field of assignment.
- Research and analytical methods.
- Rules, regulations and policies of the District and Health care providers pertaining to employee benefit coverage.
- Federal and State laws and regulations relating to Employee Benefits.
- Principles and procedures of Unemployment Compensation claim processing.
- HIPAA (Health Insurance Portability and Accountability Act).
- FMLA (Family Medical Leave Act).
- CFRA (California Family Rights Act).
- ADA (Americans with Disabilities Act).
- Pregnancy & Parental Bonding.
- Types of employee benefit and insurance programs.

Ability to:

- Establish and maintain effective and efficient working relationships with staff at all levels of the organization and the public.
- Communicate effectively both orally and in writing in a courteous and effective manner.
- Process the Employee Benefit, Leaves and Unemployment Compensation programs for the District.
- Provide technical information and assistance to employees regarding benefit and leave programs.
- Counsel employees regarding benefits, leave and unemployment compensation process.
- Retrieve data using a computer; utilize word processing, spreadsheets, and other software.
- Maintain confidentiality of sensitive and confidential matters.
- Interpret, apply and enforce a variety of laws, rules, regulations and other guidelines about benefits, leave administration and unemployment compensation.
- Research and compile information and data and prepare reports.
- Work with a significant degree of independence in carrying out assigned duties.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and four years of experience in the administration of health insurance and benefits program and conducting human resources-related research and analysis or experience in a related field; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Demonstrated ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
3. Demonstrated expertise with word processing, spreadsheet, and database management software programs using a personal computer.
4. Demonstrated ability to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
5. Demonstrated proficiency in using online HRIS (such as Oracle/PeopleSoft or similar systems).
6. Demonstrated ability to always maintain confidentiality, handle benefits and personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
7. Must be able to type accurately from clear copy. Possesses demonstrated proficiency in the operation and use of personal computers utilizing office productivity programs (e.g., MS Office Suite: MS Word and Excel), the Internet and E-mail. Skills assessments may be given.
8. 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.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with other 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.