



**Senior HR Analyst (Temporary)**

November 09, 2011 - November 18, 2011

**Location:** Fresno, CA

**Salary Range:** \$4353.50 per month

**Exempt/Non-Exempt:** Exempt

**Benefits:** N/A

**Employment Type:** Full Time

**Department:** Human Resources

**Description:** The Senior HR Analyst is responsible for the oversight of Human Resource Office projects.

Oversees and assist with employee leaves of absences to ensure policy and procedure and legal compliance. Work with management and Human Resources staff on coordination of leaves; provides oversight of insurance payments and time frames for COBRA compliance.

Under the direction of the Human Resources Director, responsible for oversight of the Agency compensation program. Conducts salary surveys and develops related reports. Provides support to supervisors on wage and hour compliance issues.

Oversees HRIS system data maintenance and daily input. Provides reports to management staff as requested. Makes recommendations on HRIS data flow, process facilitation, and system enhancements. Provides support to management on HRIS inquiries.

Provides complex analysis of human resources data for statistical and legal reporting purposes. Assist the Human Resources Director with EEO-1 annual report; maintains records, reports and HRIS information to comply with EEO regulations.

Administers job description process and makes recommendations to Human Resources Director on job description content, range, skills and experience.

Oversees benefit programs including Agency Health and Welfare program, supplemental insurance, pension and 403(b). Recommends enhancements and/or changes to benefit programs and processes. Oversees and assist with open enrollment.

Coordinates wellness activities. Monitors on a regular basis and makes recommendation for changes.

Oversees and coordinates employee events and activities. Develops and presents assigned training classes/programs on site and/or various locations.

Participates in developing Human Resource Office goals, objectives, and systems.

Provides assistance with staff relations issues and investigations.

**Qualifications:** Bachelor's degree with major coursework in business, human resources, public administration or related field with ongoing continuing education in the human resources field, or equivalent combination of education and experience.

Minimum of four years Human Resource experience required.

Working knowledge of principles, practices, rules and regulations of human resources administration, including but not limited to federal and state laws.

Minimum of 2 years HRIS experience required.

Demonstrated experience with Microsoft Word, Excel, Powerpoint and similar software applications.

Minimum of 2 years of supervisory experience, with the ability to coach and mentor staff.

Working knowledge with FMLA/CFRA/PDL and various other mandated leaves.

Working knowledge of employee health and benefit plans including PPOs and HDHPs.

Excellent problem solving, time management, analytical, project design and management, and facilitation skills.

Excellent verbal and written communication skills, including ability to engage in public speaking.

Ability to effectively work in a team environment.

Ability to effectively and sensitively work with multiple cultures.

Ability to maintain a high level of confidentiality.

PHR or PHR-CA certificate preferred.

Must maintain a valid California Driver's License and automobile insurance.

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