

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Employee Relations Analyst

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1901

**Original Date:** 02/2013

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned supervisor or manager, independently perform a wide variety of complex, journey-level duties in support of the employer-employee-relations program.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of principles and practices of human resources administration; applicable local, State, and federal laws, rules, and regulations; research and analysis principles and techniques; modern office practices, procedures, and equipment, including computer hardware and software; record-keeping techniques; computer software, including word processing, spreadsheets, and databases; and English usage, grammar, spelling, punctuation, and vocabulary. Ability to understand, interpret, and apply all applicable laws, rules, and regulations; compile and analyze complex data; translate findings into clear, concise reports and recommendations; understand and follow oral and written directions; communicate effectively both orally and in writing; and establish and maintain effective working relationships. Sufficient training and experience to satisfactorily perform assigned duties.

### **TYPICAL DUTIES INCLUDE:**

- Assist a supervisor or manager in organizing and implementing a wide variety of employer-employee-relations activities.
- Gather, compile, and analyze complex data and information.
- Prepare comprehensive statistical and narrative reports.
- Analyze and evaluate highly confidential and sensitive information.
- Consult with, make recommendations, and advise managers and supervisors on the interpretation of technical information and the implication on operations and procedures.
- Review, analyze, and evaluate the impact of employee-relations activities.
- Operate office machines and equipment, including computer hardware and software.
- Perform special projects as assigned.