Human Resources Information Systems Analyst
Foothill-De Anza Community College District

Job Title	Human Resources Information Systems Analyst
Department	Human Resources
Institution	Foothill-De Anza Community College District
	Los Altos Hills, California
Date Posted	May 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
	Human Resources
Apply Online Here	https://apptrkr.com/6229622
Apply By Email	
Job Description	

Image not found or type unknown

Human Resources Information Systems Analyst

HR EMPLOYMENT/CAREERS
Initial Review Date: 06/04/2025*

*Any complete applications received after the review date will only be forwarded to the hiring committee at their request. In addition, this position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled

will be reviewed by the hiring committee only upon committee request.

Salary Grade: C5-16

Starting Salary: $8,409.07 (per month)

Full Salary Range: $8,409.07 - $11,278.83 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

DEFINITION

Under general supervision, performs complex and varied analytical, technical, professional, and confidential work required to assist in the development and maintenance of information systems data and process improvements to support Human Resources programs and functions; recommends modifications to human resources data structures, definitions and/or new processes to facilitate data transfers and integration of internal, external and enterprise system modules; supports the executive management in analyzing the impact of bargaining proposals used for contract negotiations and other business needs; provides staff with guidance on human resources systems and leads efforts to identify and address departmental reporting requests and requirements in collaboration with Educational Technology Services (ETS); carries out user and system testing as scheduled by ETS for software, systems, system enhancements and upgrades; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Vice Chancellor of Human Resources or assigned Human Resources administrator with technical guidance from the ETS Department. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level professional classification that performs the full range of professional duties required to coordinate, process, develop, complete, and support complex or enterprise software use in a Human Resources context, support software projects in coordination with ETS, and performs specialized analyses and conducts studies to provide guidance and advice to various levels of District employees to effectively manage data in enterprise HR systems, and business processes to solve business needs/problems and to enhance operational efficiency. Positions at this level receive only

occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents will also be the HR Department technical lead, coordinating with ETS, to implement and/or upgrade Human Resources software applications.

This class is distinguished from the Human Resources Specialist by the technical knowledge of professional-level Human Resources Information Systems and project management work performed in addition to the knowledge of human resources programs, rules and regulations.

Employees in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, employees in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information that contributes to the development of management's collective bargaining positions and/or labor relations strategies.

KEY DUTIES and RESPONSIBILITIES:

1. The following duties and responsibilities are typical but not limited to the following:
2. Provides technical expertise to HR management and staff regarding human resources processes, HRIS technical and data issues; develops solutions and recommendations as appropriate; serves as primary HR technical contact for ETS during upgrades of the HRIS and upgrades and/or implementation of enterprise software applications related to various areas of human resources activities.
3. Communicates and collaborates with ETS department to support system functionality and workflows to enhance the efficiency of HRIS and other enterprise HR software; reconciles and assists with integrating data from multiple internal and external sources; updates and troubleshoots issues related to data integrity, accuracy and accessibility for all HR departments.
4. In collaboration with HR management, professional and the ETS Project Analyst, analyzes a variety of Human Resources functional requirements and develops needs analyses; works with Human Resources functional users to evaluate and reengineer Human Resources work processes to integrate with and complement system functionalities.
5. Trains Human Resources users on technology systems processes including those related to the HRIS and position control systems; writes or oversees the preparation of functional user documentation, written procedures, training guides, manuals and materials for users and support staff; instructs HR users on setup and execution of processes; provides on- going technical guidance to functional users.
6. Serves as lead analyst within Human Resources projects to identify processes and procedures that may be made more effective and/or efficient through redesign or modification; leads the

technical implementation of HRIS data entry and data integrity processes; serves as the point of contact for HR, concerning HR/Payroll processing issues and concerns.

7. Prepares in-depth and thorough analyses of cost and feasibility of bargaining proposals and recommends alternative options for bargaining; provides timely data during negotiations sessions to support the Vice Chancellor or designee in the negotiation process; conducts costing analysis necessary to protect the long-term solvency of the District and to maintain District financial stability in order meet its operational obligations; generates related reports and supporting documentation to be presented to the Board for consideration; supports other contract negotiation processes.

8. Coordinates with Business Services on personnel data including position control, salary tables, benefit rate tables and budgeted positions; monitors and organizes reports related to benefits/personnel programs; reviews and analyzes benefit usage, staffing changes, reorganization, and restructuring and related cost changes; computes and reports on cost-of-living adjustments and projections on various costs related to entitlement benefits including retirement.

9. Generates and distributes confidential reports related to Human Resources that includes employee data, compensation, compliance information, Public Records Act requests, and reports required by the Chancellor's office and other state and/or federal agencies, and others as requested by the Vice Chancellor of Human Resources; Coordinates with Institutional Research and Planning for data requests, and where necessary researches, gathers, analyzes human resources data and assists with preparing presentations for various audiences including shared governance committees and Board of Trustees.

10. Provides data to support Human Resources audits, investigations, and compliance reviews, ensuring confidentiality at all stages.

11. Provides technical human resources guidance to lower-level staff on department functions including those related to employee relations, classification and compensation, recruitment and selection, onboarding, timekeeping, leaves and benefits administration.

12. Demonstrates an understanding of, sensitivity to, and appreciation for the diverse academic, socio- economic, cultural, disability, gender identity, religious, sexual orientation, and ethnic backgrounds of students and staff attending or working on a community college campus.

13. Ensures all HR system changes or enhancements proactively adhere to ETS change management protocols, adheres to information security policies and protocols as established by ETS and/or the Chief Information Security Officer and maintains change control approvals and records in centralized systems for audit purposes.

14. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Knowledge:

1. Principles, practices and methods of human resources process and systems analysis, including business process modeling using data and process flow diagrams.
2. Human Resources Information System design theory, concepts and principles including data management and administration and development concepts.
3. Advanced reporting tools, analysis, designs and queries required to reconcile and generate data and reports.
4. Principles, practices and techniques of human resources management, including job analysis and classification, performance planning/appraisal, compensation plan design and administration, training and development and equal employment opportunity.
5. Employee relations principles and practices.
6. Labor relations principles and practices, including negotiation, collective bargaining agreements and contract administration.
7. Compile, analyze and record financial and statistical data.California community college budgeting, accounting, purchasing, and organizational policies and procedures.
8. Applicable sections of the California Education Code, State Budget and Accounting Manual requirements, and other applicable laws and regulations.
9. Administrative principles and methods including goal setting and long-range planning, program development/implementation, budgeting, record-keeping and reporting.
10. Integrated financial management and HRIS systems.

Skills and Abilities:

1. Provide leadership in areas related to Human Resources technology and software processes and procedures.
2. Analyze complex financial data and develop human resources and financial forecasts, plans, processes, reports, statements and recommendations used for human resources administration and collective bargaining.
3. Prepare, consolidate and administer the department budgets.
4. Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, policies, procedures and practices.
5. Organize and prioritize a variety of projects and priorities effectively and in a timely manner to meet critical deadlines.

6. Analyze problems, identify alternative solutions, and implement recommendations in support of departmental goals and objectives.
7. Communicate effectively, make presentations and represent the College in labor and employee relations and other human resources functions.
8. Conduct research, interpret data and present reports, proposals and recommendations clearly, logically and persuasively to diverse audiences.
9. Prepare clear and accurate communications, records, reports, studies and other written materials.
10. Operate a computer and use standard business software.
11. Present information to various groups and in different settings.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to a bachelor's degree supplemented by coursework and/or training in human resources and information systems, computer science, electronics, or related field **AND** three years of progressively responsible professional experience in human resources or information technology preferably for an educational institution.

Licenses and Certifications:

Possession of a valid California Driver's License or the ability to travel to District campuses and locations.

WORKING CONDITIONS

Environment:

Employee works primarily in an office environment with minimal noise levels and controlled temperature conditions and uses standard office equipment, including a computer. The incumbent is subject to interruptions and contact in person, by email, and on the telephone with executive,

management, supervisory, academic and classified staff, the Board of Trustees and the public. Work may require travel to other offices or locations to attend meetings or conduct work.

APPLICATION PACKET:

1. A District on-line application on http://hr.fhda.edu/careers/. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: http://hr.fhda.edu/careers/a-applicant-instructions.html

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: http://hr.fhda.edu/benefits/index.html.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful

Human Resources Information Systems Analyst
Foothill-De Anza Community College District

applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

http://hr.fhda.edu/

To apply, visit https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2077?c=fhda

jeid-b7f9be83551473408e623dc81b7b5a2d

Contact Information

Contact

Staff

Foothill-De Anza Community College District

,