

# Job Description

Position Title: Analyst 3, Human Resources Affirmative Action Reporting

Job Family: Human Resources

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 07

## Position Summary:

The Human Resources Affirmative Action Reporting Analyst 3 is responsible for analytical assignments related to affirmative action plans and related reports, including audit support and internal research. The Human Resources Affirmative Action Reporting Analyst 3 serves as a subject matter expert in the area of affirmative action principles and regulations and coordinates with HRIS colleagues to complete the College's affirmative action plan. The Human Resources Affirmative Action Reporting Analyst 3 is responsible for advancing the College's Equal Opportunity Plan through the development of in-depth data analytics that coordinate, monitor and analyze data related to diversity and engagement. The Human Resources Affirmative Action Reporting Analyst 3 is responsible for assisting in developing, utilizing, and completing reports, presentations, and surveys that support the College's ability to measure its progress towards its EEO utilization goals.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates the annual AAP report and responsible for all tasks associated with producing supporting documents, data and statistical analysis required to, including annual VETS 4212 reports.
2. Ensures consistency with policies, and federal and state laws and regulations pertaining to non-discrimination and affirmative action. Produces periodic assessments and on-demand data analytics ensuring College compliance with Executive Order 11246, as amended, and related obligations.
3. Builds and customizes workforce reports supporting EEO compliance, pay equality, and similar local equal employment and affirmative action related compliance.
4. Provides data for diversity and inclusion data reporting. Uncovers insights and makes recommendations to support diversity and inclusion strategies, recruitment activities, and professional development programs and training.
5. Provides effective information on good-faith affirmative action efforts and goals through workforce analytics and identification of best practices, policies, and/or law.
6. Works with the Director to implement outreach programs. Works with recruiters and managers in developing plans to actively recruit from underutilized groups.
7. Provides utilization analyses for recruiting goals. Develops reports to analyze candidate pool data of recruitments to determine appropriate utilization of available workforce in support of areas identified as underutilized in AAP and make recommendations.

8. Makes recommendations for corrective measures, in conjunction with affirmative action regulatory requirements, to influence infusion of diversity, equity and inclusion concepts into talent management, talent acquisition, and learning and development strategies.
9. Conducts research on diversity and inclusion topics and initiatives to enhance knowledge and increase support. Reviews policies annually and makes recommendations to make policies more equitable and inclusive. Promotes consistent and best practice approaches to affirmative action in support of regulatory compliance requirements and diversity, equity and inclusion strategy.
10. Develops data for communications and presentation to the HR leadership team regarding compliance efforts and progress working with Director.
11. Develops, designs, and facilitates presentations and training, as assigned, concerning EEO, affirmative action, workforce diversity, and other areas as necessary.
12. Ensures that the equal opportunity activities are consistent with PCC vision and core values and aligned with the overall HR strategic direction.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of computer and network operating systems
3. Knowledge of advising and counseling practices
4. Knowledge of human resources principles and practices
5. Knowledge of internal and external customer service principles and practices
6. Knowledge and application of organizational and time management principles
7. Knowledge of project management principles
8. Skill in analyzing data and drawing conclusions
9. Skill in current and applicable computer programming languages relative to the assignment
10. Skill in current and applicable hardware, software, and peripheral equipment
11. Skill in problem solving
12. Skill in coordinating and monitoring the work of others
13. Skill in effective communication (both written and oral)
14. Skill in project management principles, processes, and techniques
15. Skill in performing a variety of duties, often changing from one task to another of a different nature
16. Ability to apply effective and accurate data entry and typing skills
17. Ability to develop and maintain effective and positive working relationships
18. Ability to adapt to a rapidly changing technical environment

## Supervision:

- May guide work of others who perform essentially the same work. May organize, set priorities, schedule, and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human resources, Labor Relations, Public Administration or a closely related area or a related field required.
- Three (3) to Five (5) years of Human Resources with direct experience in EEO/AA programs required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- Master's degree in or a closely related field of study preferred.
- Five plus (5+) years of related experience preferred
- HR Certification preferred (PHR, SHRM-CP)

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information..
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required