

PERALTA COMMUNITY COLLEGE DISTRICT - 2026

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

Employee Experience Analyst (Confidential Salary Range 40) Job Code: 1127

CLASS PURPOSE

Under general direction, performs professional-level analytical and programmatic work to support the District's employee experience initiatives across the employee lifecycle, including onboarding, engagement, training and development, climate assessment, and offboarding; supports data collection and analysis, program coordination, and continuous improvement efforts designed to enhance employee engagement, organizational effectiveness, and workplace climate in alignment with District values, policies, and legal requirements.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Assists departments with concerns and questions regarding employee and career development.
- Support the design, coordination, and continuous improvement of onboarding and orientation programs for new employees across employee groups.
- Coordinate and analyze employee engagement, climate, and satisfaction, and exit surveys, including data collection, reporting, and trend analysis.
- Assist with the development and implementation of employee development and engagement initiatives, including workshops, training programs, and recognition activities.
- Identifies and recommends training, develops training content, coordinates training with outside vendors, and tracks completed training.
- Analyze workforce and employee experience data to identify trends, risks, and opportunities related to engagement, retention, and organizational health.
- Prepare reports, dashboards, and presentations summarizing employee experience metrics for Human Resources leadership and District administrators.
- Support exit interview and off boarding processes, including data collection, analysis, and identification of recurring themes and improvement opportunities.
- Manages the employee performance evaluation process, reviews evaluations, provides feedback to supervisors and managers, and monitors evaluations for timely completion.
- Coordinates employee recognition and appreciation events.
- May participate in the recruitment and selection process and provide support and leadership during peak periods.
- Support communication strategies related to employee experience programs, including preparation of informational materials and resources.
- Maintain accurate records and documentation related to employee experience activities and assessments.
- Participate in continuous improvement of employee experience processes, tools, and evaluation methods.

- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices related to employee engagement, organizational development, and workplace climate.
- Principles and practices of administering human resources programs.
- Applicable Federal, State and local employment laws and regulations.
- Principles and practices of employee training and development.
- Modern and complex principles, practices, regulations and techniques in the field of human resources.
- Research methods, data collection, sampling techniques and statistical analysis.
- Correct English language usage, grammar, spelling, punctuation and vocabulary.

Skills and Ability to:

- Perform required functions independently and meet required deadlines.
- Multi-task and assess and reorganize priorities as they develop and change.
- Perform duties and functions in a high energy, fast-paced environment while always exhibiting a positive attitude.
- Maintain confidentiality at all times while operating under required reporting laws and regulations.
- Develop effective and appropriate working relationships with both internal and external customers from a variety of diverse backgrounds.
- Provide appropriate human resources advice to departments and employees.
- Analyze personnel situations accurately and recommend an effective course of action to HR management team for final approval.
- Apply good judgment skills including knowing when to ask questions.
- Write concise, effective reports and presentations.
- Present at meetings and other events.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Human Resources Management, Public Administration, Organizational Development, or a related field.
- Three (3) years of increasingly responsible professional experience in employee experience, employee engagement, organizational development, human resources analysis, of a related area.
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Experience in a California community college or public education setting.
- Experience administering or analyzing employee surveys.
- Professional certifications in HR such as a Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or IPMA-HR Certified Professional is desirable.

PHYSICAL ABILITIES AND WORK ENVIRONMENT

- Office environment with extensive computer and systems use.
- May require attendance at meetings outside normal business hours.
- Occasional travel between district sites.
- Ability to sit, stand, and use standard office equipment for extended periods.
- Ability to regularly stand, walk, bend, and stoop.
- Ability to lift and carry materials weighing up to 10 and occasionally life up to 25 pounds.