

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

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class.

- 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.
- Monitor, audit, and maintain the accuracy, consistency, and integrity of HR system data.
- Develop, generate, and maintain standard and ad hoc reports and dashboards to support HR operations, management decision-making, compliance, and planning.
- Support required internal and external reporting, including EEO and workforce demographic reporting, leave tracking, and audit requests.
- Analyze HR business processes and recommend system enhancements, efficiencies, and best practices.
- Coordinate system testing, validation, documentation, and user acceptance testing for upgrades, new modules, and process changes.
- Develop and maintain system documentation, procedures, and training materials; provide training and technical assistance to HR staff and end users.
- Support system functionality related to benefits administration, leave management (e.g., FMLA/CFRA), and workers' compensation tracking, as assigned.
- Maintain strict confidentiality of sensitive personnel, medical, and payroll-related information.

Job Description: Employee Experience Analyst

- Stay current on HR systems trends, regulatory changes, and best practices applicable to public sector and higher education environments.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- HR systems and databases, including system configuration, reporting tools, data structures, and security controls.
- Human Resources functions and workflows, including recruitment, classification, compensation, benefits, leaves, and personnel transactions.
- Federal and state laws affecting HR data, recordkeeping, and reporting (e.g., FLSA, FMLA/CFRA, EEO).
- Data auditing, reconciliation, and quality assurance practices.
- Principles of business process analysis and systems implementation.
- Public sector and/or higher education HR practices (preferred).

Skills and Ability

- Analyze complex HR processes and translate business requirements into effective system solutions.
- Configure and maintain HR system functionality with accuracy and attention to detail.
- Produce clear, accurate reports and interpret data for a variety of audiences.
- Communicate effectively with technical and non-technical stakeholders.
- Manage multiple priorities and deadlines independently.
- Provide training and support to system users.
- Maintain confidentiality and exercise sound judgment in sensitive matters.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources, Information Systems, Business Administration, Data Analytics, or a related field.
- Three (3) years of progressively responsible experience in the administration, support, or analysis of Human Resources information systems or enterprise business systems supporting HR functions.
- 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 supporting HR systems in a California community college district or public sector environment.
- Experience with HR system implementations, upgrades, or integrations.

PHYSICAL ABILITIES AND WORK ENVIRONMENT

- Occasional work performed alone.
- Constant work around and with people.
- Office environment with extensive computer and systems use.
- May require occasional evening or weekend work during system upgrades or critical reporting periods.
- 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.

TOOLS AND EQUIPMENT USED

- Office environment with extensive computer and telephone use.