

## PERALTA COMMUNITY COLLEGE DISTRICT - 2026

### CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

#### **Employee Relations Analyst (Confidential Salary Range 40) Job Code: 1128**

#### **CLASS PURPOSE**

Under general direction, provides professional-level support in the administration of employee relations, performance management, discipline, and complaint resolution. The Analyst serves as a key resource to administrators, supervisors, and employees on employment laws, district policies, collective bargaining agreements, and best practices related to employee conduct and workplace investigations.

#### **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.

- Advise managers and supervisors on employee relations matters, including performance management, progressive discipline, attendance issues, and corrective action.
- Assist in developing performance improvement plans and monitoring follow-up actions.
- Conduct or assist with workplace investigations related to employee misconduct, discrimination, harassment, retaliation, and other alleged policy violations, in compliance with applicable laws and district policies and procedures.
- Prepare investigative plans, interview witnesses, analyze evidence, and draft comprehensive investigation reports with findings and recommendations.
- Interpret and apply collective bargaining agreements (CBAs), district policies, administrative procedures, and employment laws.
- Assist with grievance administration, including tracking, documentation, and preparation of responses.
- Support labor and employee relations activities by preparing data, summaries, and reports for negotiations or grievance meetings.
- Provide support to the District's Equal Employment Opportunity (EEO) function, including compiling, analyzing, and maintaining workforce demographic and employment data. coordinating data collection and validation for the District's Annual EEO Report.
- Research and analyze changes in federal and California employment laws.
- Assist with the development, revision, and implementation of HR policies and administrative procedures related to employee conduct and discipline.
- Support compliance with California Community Colleges Chancellor's Office regulations and district accreditation standards.
- Provide guidance and training to supervisors and managers on employee relations best practices,

documentation standards, and legal compliance.

- Participate in district-wide initiatives related to equity, inclusion, and respectful workplace practices.
- Maintain confidential employee relations and investigation files in compliance with California records retention requirements.
- Perform related duties and responsibilities as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

- California and federal employment laws and regulations applicable to public-sector employers.
- Employee relations principles, performance management, and progressive discipline.
- Collective bargaining environments within California public education.
- Workplace investigation methods and documentation standards.
- California Community College governance and Title 5 regulations.

### **Ability and Skills**

- Analyze complex employee relations issues and exercise sound judgment.
- Communicate clearly and professionally, both orally and in writing.
- Maintain confidentiality and handle sensitive matters with discretion.
- Develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds.
- Work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.
- Manage multiple priorities and meet deadlines in a fast-paced environment.
- Prepare clear, well-organized investigative reports and recommendations.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Human Resources, Labor Relations, Public Administration, Business Administration, or a related field.
- Three (3) years of progressively responsible experience in employee relations, human resources, labor relations, or workplace investigations.
- 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 public-sector or educational environment.

## **PHYSICAL ABILITIES AND WORK ENVIRONMENT**

- Occasional work performed alone.
- Constant work around and with people.
- Office environment with extensive computer and telephone use.
- May require attendance at meetings outside normal business hours.
- Occasional travel between district sites.

**Job Description:** Employee Relations Analyst

- Ability to regularly stand, walk, bend, and stoop.
- Ability to sit, stand, and use standard office equipment for extended periods.
- 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.

Board Approved, March 2026