



LAKESIDE FIRE PROTECTION DISTRICT

12216 Lakeside Avenue  
Lakeside, CA 92040  
619-390-2350 (T); 619-443-1568 (F)  
[www.lakesidefire.org](http://www.lakesidefire.org)

**Human Resources Analyst**  
**Regular Full Time/Non-Exempt Position**  
**Confidential - At-Will**

**SALARY RANGE**

\$29.64 - \$34.31 Hourly  
\$2,371.20 - \$2,744.80 Biweekly  
\$61,651.20 – \$71,364.80 Annually

**POSITION OVERVIEW**

Under the general supervision of the Finance & Human Resources Director or their designee, the Human Resources Analyst is responsible for using independent judgement to perform professional level administrative, technical, and analytical activities in support of human resources functions, including recruitment, selection, classification, wage and salary administration, employer-employee relations, labor negotiations, and related functions. To provide information and assistance to District employees and the general public regarding human resources activities, processes, policies, and procedures. To coordinate, participate and assist in the supervision of office support functions; and to perform a variety of professional tasks in support of assigned area of responsibility.

**ESSENTIAL JOB FUNCTIONS:**

The following are the typical duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.

- Conducts special research assignments, including gathering, analyzing, compiling, and submitting data for management review.
- Maintains the personnel management module of the ERP system
- Compiles data and creates reports.
- Ensures compliance with HIPPA and COBRA regulations; provide data and statistical summaries to District managers as required.
- Provides recommendations for program improvements within the human resources area.
- Provides information and general assistance to employees, supervisors, managers, and the public regarding personnel actions, employee records, benefits and other related matters including resolving complaints efficiently and timely.
- Monitors workers' compensation claims and disciplinary actions for appropriate resolution and advises managers/supervisors.
- Coordinates and administers employee benefits programs and implements human resources administrative operations including enrollments, data collection, and contract renewals.
- Updates and maintains personnel records related to the changes to new hires, open enrollment, retirement, insurances, and other changes to benefits plans are put into effect and reported accurately.
- Coordinates and serves as the primary point of contact for District's medical examinations, including new employee medical and psychological examinations, DMV pull and DOT examinations, management physicals, and other medical examinations authorized by the Fire Chief or Finance & Human Resources Director.
- Coordinates benefit plan open enrollments by participating in benefit fairs, preparing informational materials, and ensuring enrollment procedures are followed; resolves employee questions and problems regarding benefits through research and explanation of benefit policies and procedures.
- Assists employees in completing enrollment and other forms as required; educates and informs employees about benefits.

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- Explains benefit programs, including health, dental, vision, long/short term disability, life insurance, retirement plans, workers' compensation, leave policies, and other federal and state mandated programs.
- Administers the Districts flexible spending accounts, HRA, DCAP, FSA, etc.
- Administers the Districts Deferred compensation, enroll, disenroll employees.
- Administers the Retirees lists and keeps information up to date.
- Assists with calendar year end reporting, such as ACA, payroll, etc.
- Coordinates and administers employee extended leave program, including leave under the Family Medical Leave Act (FMLA), State Disability (SDI/PFL), Workers Compensation (WC); ensures consistency of application, review, approval, and monitoring of leave.
- Assists with the collaborative interactive process meetings in accordance with the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) to determine reasonable accommodations required for performing essential job duties.
- Participates in the maintenance of the District's classification and compensation plan; conducts classification and compensation studies; develops and revises classification specifications based on job analysis and audit(s).
- Reviews proposals for new or revised classifications to recommend appropriate salary range assignment; participates in salary surveys to determine market relationship.
- Establish job comparability through the gathering, tabulating, and analyzing of salary data, and make preliminary recommendations; performs studies of internal classification relationships for compensation purposes.
- Administers the recruitment and selection process which includes participating in outreach and recruiting efforts, preparing recruitment and selection plans and materials; developing, administering, analyzing, and evaluating selection instruments; reviewing job applications, rating candidate's education, training, and experience.
- Interprets and applies rules and procedures, policies, and Memoranda of Understanding (MOU) or employment contracts; manages recruitment teams; provides hiring recommendations to management and supervisors.
- Develops, administers, and evaluates written, oral, and performance tests; may conduct specialized research in test development; investigates, analyzes, and reports on the duties and responsibilities of general positions for job classification and salary purposes.
- Coaches' supervisors/managers on workplace issues including employee performance and misconduct as it relates to established policies and procedures; interprets and applies MOU, federal, state, local rules and regulations to ensure compliance with labor laws.
- Coordinate and monitor District employee performance evaluation notifications; administer the District employee service award program, including tracking of employees to be recognized, ordering awards.
- Attends and participates in pre-disciplinary meetings, grievance hearings, and arbitrations; prepares disciplinary and labor relations documents.
- Assists in the preparation of budget-related documents and spreadsheets, staff reports and other Board-related materials for review.
- Assists with drafting policies and procedures and implementation as directed.
- Works closely with payroll personnel and assists, as necessary.
- Receive, verify, and process employee payroll transactions; coordinate activities with payroll staff and operating departments; respond to staff questions on a variety of timekeeping and payroll issues.
- Prepares payroll action forms and verifies appropriate supporting documentation, ensure transaction conforms to policies, procedures, MOUs and rules and regulations. Obtains approvals from Fire Chief and submits to payroll.
- Assists in the planning, organizing, assigning, directing, reviewing, and evaluating the work of clerical personnel in the Finance and Human Resources Divisions.
- Interpret financial and accounting policies to others.
- Performs other duties of a similar nature or level.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Board based human resources principles and practices.
- Customer service principles.
- Applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Research methods.
- Mathematical concepts.
- Conflict resolution techniques.
- Investigation techniques.
- MS Work and MS Excel or similar application.
- Personnel Management, Human Resources and payroll database record keeping systems

**Skills and Abilities to:**

- Demonstrate excellent customer service
- Prioritizing and assigning work.
- Exercise Discretion and Judgement in resolving problems.
- Conduct surveys and other research and prepare reports.
- Understand, carry-out, and develop verbal and written directions, forms, documents as needed
- Establish and maintain filing system
- Using a computer and applicable software applications.
- Perform difficult, complex technical and administrative work involving the use of independent judgement, initiative, and accuracy.
- Handling multiple priorities simultaneously.
- Conducting research.
- Ensure compliance in areas of assignment.
- Interpreting applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Representing the organization at filings, complaints, and grievances.
- Planning and managing complex projects and intra-agency project teams.
- Analyzing problems and identifying problem areas, identifying alternative solutions, weighing alternatives, projecting consequences of actions, and making recommendations.
- Evaluating performance management processes and systems.
- Developing performance improvement plans.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Work independently.

**EXPERIENCE AND EDUCATION:**

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training**

Training equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration, business administration, or a related field.

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**Experience**

Any combination of coursework and experience which provide the necessary knowledge and ability to effectively perform the duties of the position are qualifying.

- At least four (4) years of progressive responsibility in technical and/or administrative experience, including three years of experience in the field of human resources. Public sector experience in the areas of recruitment, selection, classification and compensation, and/or benefit administration is highly desirable.

**License or Certificate**

The following license and certificate are required to be maintained throughout employment and are not subject to waiver:

- Possession of a valid California Class C Driver License is required at time of appointment.

**PHYSICAL PROFILE**

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting, standing, kneeling, walking, and climbing stairs; occasional bending or squatting.
- Lifting – frequently up to 10; and exerting up to 20 pounds of force occasionally.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to computer screens.

FLSA Status: Non-Exempt  
Bargaining Unit: Unrepresented - At-Will  
Date Approved: April 27, 2021

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