



SENIOR HUMAN RESOURCES PROJECT ANALYST

JC: 000359

PG: N06

BU: 95 (NR)

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, coordinates and leads the planning and execution of large, cross-division projects within the Human Resources Department; assists the Human Resources Director in developing and administering processes for monitoring the efficiency and productivity of the department, including the utilization of departmental performance metrics that can be used for reporting to the General Manager's Office; plans, develops and implements processes to measure and evaluate employee and organizational engagement and the impact of engagement on business outcomes; identifies and develops employee and organizational engagement strategies and initiatives focused on improving the District's organizational culture; develops and implements programs to promote the District's purpose, mission and values; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is an advanced journey level classification assigned to the Human Resources Department. This classification possesses a specialized, technical, or functional expertise in the areas of organizational development and/or project management in a Human Resources setting. This classification is distinguished from the Senior Workforce Development Analyst classification in that it is focused on project management, and organizational culture and engagement, whereas the latter is focused on developing the workforce capacity by offering programs that enhance the skills of District staff and partnering with other groups to create various partnerships and career pipelines that provide for increased capacity and flexibility in staffing Districtwide positions.

REPORTS TO

Human Resources Project Manager

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Coordinates the planning and implementation of Districtwide human resources projects, programs and initiatives; particularly those that involve multiple human resources functional areas and/or do not fall in any one functional area; and may participate in procurement and contract administration processes for assigned projects.
2. Assists the Human Resources Project Manager and the Human Resources Director in measuring and evaluating the services provided by the Human Resources Department; develops and utilizes organizational performance metrics to report on the effectiveness and productivity of the Human Resources Department.

Senior Human Resources Project Analyst

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3. Plans, coordinates and provides project management support for organizational and strategic planning activities carried out in the Office of Administration.
4. Participates in the development, implementation and maintenance of policies, objectives, and short-term and long-term plans.
5. Creates surveys to measure employee satisfaction and morale; reviews and reports on survey results; and helps management create action plans based on findings.
6. Develops, implements and manages a variety of strategies and processes utilized for measuring and/or monitoring organizational culture, and employee engagement and satisfaction, including employee separation questionnaires, and various employee and manager surveys.
7. Plans, coordinates and provides training to District employees on topics related to organizational culture – such as conflict management and resolution, team building, time management, stress reduction, and coaching skills – as needed; and ensures such training is coordinated and in alignment with other training opportunities offered to District employees.
8. Engages with all District departments and executive offices to monitor staff sentiment throughout the District and identify areas in need of intervention; proposes innovative solutions to increase morale and engagement for such areas.
9. May conduct exit interviews with departing employees to gather information about why they are leaving the District and gain insights on how to improve retention rates.

QUALIFICATIONS

Knowledge of:

- Principles and practices of project management
- Methods and techniques of coordinating and scheduling project work
- Principles and practices of public sector procurement processes and contract administration
- Principles and practices of strategic planning
- Methods, practices and strategies for developing and utilizing metrics, standards of performance, critical success factors, and key indicators to monitor, assess and report on the results of projects and initiatives
- Best practices in leadership, coaching, empowerment, and teamwork
- Current office procedures, methods and equipment

Skill in:

- Developing and managing all aspects of projects, including key objectives, team dynamics, tasks, deliverables and timelines, and project costs
- Fostering cooperation, collaboration, and communication to facilitate consensus and accomplish tasks
- Presenting training sessions, facilitating meetings, and engaging in activities that foster collaboration
- Operating common office equipment, computers, and computer applications, including the Microsoft Word, PowerPoint, and Excel.

MINIMUM QUALIFICATIONS:

Education

Bachelor's degree in Human Resources, Public Administration, Business Administration, or a closely related field from an accredited college or university.

Experience

The equivalent of three (3) years of full-time, verifiable professional level experience in Human Resources, Organizational Development, Workforce Development, or a related field.

Substitution

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A post-graduate degree in Organizational Development or a directly related field may be substituted for two (2) years of the required experience.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computers.

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : January 2023

Revised:

Updated: