

HUMAN RESOURCE ANALYST I



Human Resource Department

Purpose:

The Human Resource (HR) Analyst I provides professional and technical leadership and support in a variety of human resource functional areas.

Reports to: Human Resource Systems and Operations Manager

Nature & Scope:

The HR Analyst I performs work of a regular and recurring nature under general supervision in close coordination with the HR administrative team. The nature of the work requires adherence to policies, procedures, regulations, and collective bargaining agreements. The work requires regular independent judgment and the ability to independently prioritize and organize work. The incumbent primarily interfaces with departmental staff, District administrators, supervisors, and staff.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Provides leadership, general support, and technical assistance in any of a variety of HR functional areas, including but not limited to employee leaves, ADA, employee discipline, professional development, substitute deployment and absence management.
3. Provides technical support to principals and department managers in the identification and resolution of human resource issues.
4. Assists in the administration of human resource programs, participating in the development, evaluation and revision of processes and programs; provides input and recommendations.
5. Serves on the HR Management team.
6. Queries and pulls data from HRIS as requested.
7. Responds to inquiries and provides customer service and training to administrators and supervisors, employees, and applicants.
8. Provides direct research and organizational support to the Human Resource Systems and Operations Manager, including data reports.
9. Trains District employees in group or individual settings on any of the identified functional areas.
10. Assists in preparing special reports or projects requiring research, interpretation or auditing of financial and statistical data.

11. Provides backup support to other HR teams and office staff in case of absence or work overload.
12. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
13. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Bachelor's Degree.
2. Must possess two years' experience supervising and working in Human Resources operations.
3. In lieu of #1 and #2, must possess six years equivalent combination of education and experience necessary to perform the job functions.
4. Must possess excellent written and oral communications skills.
5. Must possess or be able to obtain a valid Oregon or Washington driver's license.

Working Conditions:

The HR Analyst I works primarily indoors in an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. The work requires regular focus on a computer screen and precise control of fingers and hand movements. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion.

Frequent travel around the District to schools and operational sites is required.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

Date Revised: November 26, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.