

Human Resources Analyst/Trainer

Purpose Statement

The job of Human Resources Analyst/Trainer is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to employees regarding policies, regulations and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to the Director - Human Resources

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. time and attendance software; performance evaluation software, safety training, training of computer software, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Coordinates with internal and external sources (e.g. payroll department, benefits department, technology department, human resources department, computer systems vendors, etc.) for the purpose of meeting district Human Resource requirements while complying with established guidelines.
- Develops a wide variety of written materials (e.g. forms, procedures, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains manual and electronic documents, files and records (e.g. labor contracts, vacancy listings, applicant tracking, reports, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes reports (e.g. online safety training, etc.) for the purpose of ensuring efficient processing of requirements and adhering to legal and/or administrative requirements.
- Participates in meetings that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Prepares a variety of reports and related documents for the purpose of providing documentation and information to others.
- Presents information on a variety of topics (e.g. human resources computer systems applications, employment, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.

- Serves as a liaison to committees and/or organizations on behalf of the Assistant Superintendent/ Assistant Director of Human Resources for the purpose of conveying and/or gathering information required for district operations.
- Supports the Human Resource Officer and department staff for the purpose of assisting in the performance of their work activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; interpreting contract language; and codes, regulations & laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Certificates

Job-Related Skills Proficiency Test

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Exempt

Human Resources Analyst