

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Human Resources Analyst	Reports to:	Program Administrator/Supervisor
Job Category:	Human Resources	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	29
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of complex and professional human resources functions; process the new employees; maintain personnel records of employees' status; provide information to a variety of individuals/organizations; ensure compliance and monitoring of employee qualifications as mandated by state and federal regulations, assignments, and employee safety through the workers' compensation program; prepare and maintain a variety of manual and digital personnel files, records and reports; maintain confidentiality of sensitive and privileged information.

ESSENTIAL FUNCTIONS:

- Perform a variety of complex technical duties in support of classified and certificated human resources operations and activities.
- Compose documents (e.g. letters, bulletins, contracts, reports, etc.); document events, provide and/or request information.
- Enroll new employees (e.g. payroll, benefits, salary placement, etc.); provide information regarding employee benefits and practices and calculating/processing employee compensation.
- Evaluate qualifications and prepare Every Student Succeeds Act (ESSA) of Compliance for all teachers and classified instructional assistants; monitor certificated assignments and renewals to ensure compliance with credential requirements.
- Provide consultation and technical expertise to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.
- Analyze assignments, credentials, degrees, coursework, exams, experience, professional development, evaluations to meet Federal regulations for identified staff.
- Inform personnel regarding a variety of procedures and program requirements and provide necessary information for making decisions, taking appropriate action and/or comply with established fiscal guidelines.
- Maintain a variety of employment files (seniority and eligibility lists, credentials, etc.) and records such as salary, probationary period, eligibility; ensure accuracy of employee's compensation; and comply with all federal, state, District regulations.
- Monitor a variety of processes (e.g. probationary periods; license renewals, etc.) and ensure efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participate in meetings, workshops and seminars as assigned; convey and/or gather information required to perform functions and/or facilitate employee orientation meetings.
- Prepare and maintain a variety of narrative reports related to agenda items, change of status, recruitment packages, conference schedules, etc.); provide documentation and information to

others.

- Process documents and materials (e.g. applications, credentials, salary schedule adjustments, changes in employment status, etc.); update records and disseminating information to appropriate parties.
- Respond to inquiries by phone, mail and/or in person (e.g. employment requests, credential information, District processes).
- Support assigned administrative personnel and provide assistance with their administrative functions and special projects.
- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Input a variety of employee information and other personnel data into an assigned computer system; generate a variety of computerized lists; ensure accuracy of input and output data.
- Operate a variety of job-related equipment including a variety of office equipment, a computer and assigned software.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.
- Provide administrative support in the coordination of special events.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Principles, practices, methods and terminology used in human resources administration.
- Current laws, codes, regulations and rules related to assigned personnel functions and credentialing.
- Practices and procedures related to certificated personnel.
- Record-keeping and report preparation techniques.
- Data entry and retrieval techniques.
- Telephone techniques and etiquette.
- Advanced English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of complex and professional human resources functions for classified and certificated employees.
- Interpret, apply, explain and ensure compliance with rules, regulations, policies and procedures.
- Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
- Provide consultation to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures.
- Read technical information, compose a variety of documents, and/or facilitate group discussions.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Analyze situations to define issues and draw conclusions.
- Perform keyboarding and pertinent computer software applications.
- Routinely gather, collate, and/or classify data.
- Perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Prepare and maintain accurate files, lists, records and reports.
- Operate a variety of job-related equipment including a variety of office equipment, a computer and assigned software.

- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Associate degree in a related field.

Experience: Three (3) years increasingly responsible human resources experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in business administration, human resources, public administration or related field.

WORKING CONDITIONS:

Environment: Indoor/office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and pulling; some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.