



LOMPEC UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES ANALYST-CLASSIFIED

JOB SUMMARY:

Under the direction of the Director-Human Resources-Classified-Personnel Commission, perform a variety of complex and professional human resources functions in the recruitment, selection and hiring of classified employees; provide information to employees regarding policies, regulations and negotiated language; ensure personnel activities comply with established laws, rules and regulations; input and update employee information in assigned system and maintain various records, reports and notices related to assigned activities.

This position is designated as a confidential position because this position performs duties related to negotiations in collective bargaining, it meets the Government Code Section 3540.1 © and the Public Employment Relations Board (PERB) definition of confidential.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex and professional human resources functions in the recruitment, examination, selection and hiring of classified employees; assist in the development and implementation of employee selection procedures; provide information to employees regarding program requirements, policies, procedures, regulations and negotiated language; maintain current knowledge of and ensure compliance with laws, rules and regulations related to personnel activities.
- Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation and assigned personnel functions; process and analyze a variety of forms and applications; track fingerprint submissions according to established procedures; track DOJ subsequent arrest notifications; input employee information into District employee database; ensure accuracy of input data.
- Coordinate and perform complete recruitment processes involving advertising, testing, interviewing, and selecting; process and screen applications for minimum qualifications; prepare job announcements and place advertisements in various media; prepare, update and track status of vacancies; collaborate with management team to determine the specifics of each assignment prior to recruitment and selection; collaborate with managers to set up interviews.
- Assemble and organize examination materials; participate in the selection of exam criteria; prepare and review written examinations; prepare performance examinations; schedule and arrange examinations; explain testing procedures; analyze test results and rank applicants; accordingly, update records and notify applicants of test results; maintain eligibility lists; prepare and maintain calendar of testing.
- Prepare various documents and materials related to assigned activities and disseminate information to appropriate parties; research, compile, verify and provide a variety of information for reports, special projects, salary negotiations, collective bargaining, interviews, Board meetings, employee orientations and other personnel-related functions; participate in preparing the newsletter as assigned; prepare assigned items for the Personnel Commission agenda; make updates to employee handbooks accordingly.

- Perform a variety of duties related to the onboarding of new hires including conducting new employee orientations, introducing various policies and assist with enrollment forms; provide new hire documents; conduct reference checks; update status notices for new hires, changes in assignment, hours or other status changes as assigned; monitor the completion of pre-employment requirements; calculate probationary period and evaluation dates for new employees; update and make changes in assignment and make calculations of step and longevity for new employees; participate in in employee exit interviews.
- 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.
- Plan and conduct classification, job analysis, salary and other personnel studies as directed; compile, compare and analyze related information and statistical data; review and modify job descriptions as assigned; perform site visits as directed; update longevity increases to payroll and step increases to payroll according to established procedures.
- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; respond to written and verbal inquiries from a variety of internal and external sources; respond to and process verification of employment requests.
- Train and provide work direction and guidance to assigned personnel as required; ensure employee understanding of departmental policies, guidelines, and procedures; coordinate and arrange for staff development training.
- Analyze current Classified Human Resources practices and processes and suggest changes.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Attend and participate in a variety of meetings and in-services related to assigned activities as assigned; participate in on-going training; assist with special projects related to Merit System regulations and department software and programs as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in business administration, human resources, public administration or a related field and four years of increasingly responsible office experience including two years' personnel experience, preferably in an educational setting.

Licenses and other Requirements

- Valid California Driver's License.

Knowledge of:

- Principles, practices, methods, and terminology used in public personnel administration, including job analysis, selection, recruitment, classification, and compensation.
- Various governmental guidelines and regulations relating to personnel selection.
- Current laws, codes, regulations, and rules related to assigned personnel functions.
- Operations, policies, and objectives relating to human resources activities.
- Organizational personnel policies and procedures.
- Common occupations and their requirements.
- Organizational operations, policies, and objectives.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects of field of specialty.
- Research methods.

Ability to:

- Perform a variety of complex and professional human resources functions in the recruitment, examination, selection, classification, and compensation of classified employees.
- Interpret, apply, explain and ensure compliance with rules, regulations, policies and procedures.
- Coordinate and administer pre-employment examinations.
- Plan and conduct classification, job analysis, salary and other personnel studies as directed.
- Screen and process employment applications and other personnel-related documents.
- Coordinate and participate in the interviewing and selection of applicants.
- Oversee the screening and processing of new personnel according to established procedures.
- Maintain current knowledge of laws, rules and regulations related to personnel activities.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Operate a variety of office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Plan and organize work.
- Meet schedules and timelines.
- Determine appropriate action within clearly defined guidelines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.

- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: Confidential Range Level III