



LOMPEC UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES ANALYST-CERTIFICATED

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, provide human resources services support to the District's certificated employees; coordinate certificated employee recruitment, selection and hiring; provide information to employees regarding policies, credentialing, regulations and negotiated language; assist in ensuring that personnel functions conform to applicable regulatory requirements and adhere to District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer a wide variety of personnel policies and programs, including advertising positions, processing applications, verifying employment information, conducting reference checks and analyzing transcripts and credentials; conform to District policies, relevant laws, contracts and agreements.
- Compile staffing information on certificated employees, such as name, address, credentials, job location, assignment, professional development, and evaluation requirements; provide current and accurate demographic data on all certificated employees.
- Assist with conducting new employee orientation; acquaint new hires with personnel, payroll, and benefit policies; assist with enrollment forms; ensure that employees are knowledgeable of current practices and administrative processes.
- Inform employees and applicants regarding a variety of procedures and program requirements, including expiring certificates and licenses, professional development units and salary placement; provide necessary information for making decisions and taking appropriate action.
- Maintain manual and electronic documents, files and records, such as salary units, teaching and coaching assignments; provide accurate information in compliance with established guidelines.
- Monitor a variety of certificated personnel processes, including applications, eligibility, employment, performance evaluations and criminal justice background checks; ensure efficient processing of applicants and employee requests.
- Participate in department and in-service meetings; develop recommendations and support other District staff.
- Prepare a variety of reports and related documents, including certificated employee contracts and summer school contracts; document activities; provide written reference and convey information.
- Process documents and materials, such as employment applications, eligibility, and reference checks; meet District certificated staffing requirements and comply with established guidelines.

- Research topics related to personnel administration, including CA Education Code requirements, policies, current practices, and administration; ensure compliance with mandated requirements; secure general information and respond to requests.
- Respond to written and verbal inquiries from a variety of internal and external sources, such as salaries, credentials, additional requirements, and employment history; resolve problems; provide information and refer to appropriate personnel and identify relevant issues.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, human resources 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, selection, recruitment, and credentialing.
- 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 of certificated employees.
- Interpret, apply, explain, and ensure compliance with rules, regulations, policies and procedures.
- 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: 44