

Birmingham Community Charter High School

Human Resources Analyst I

(Confidential Employee)

Title: Human Resources Analyst I – Confidential
FLSA Status: Non-Exempt
Reports to: Human Resources Director
Supervises: N/A

DEFINITION:

Under the direction of the Human Resources Director, coordinate and participate in the daily operations for classified and certificated personnel; independently perform a variety of professional and technical human resource functions; utilize independent judgment to provide technical assistance to staff and the public; participate in the preparation, maintenance and updating of a variety of manual and automated personnel data, reports and files as well as maintain confidentiality of privileged and sensitive information; provide staff support to the Director of Human Resources.

ESSENTIAL FUNCTIONS:

- Assist with the daily operations of personnel functions including recruitment, benefits and salary administration
- Assist with the recruitment process including recruitment time lines, advertise and prepare job announcements; screen applications, schedule interviews, verify eligibility and background information of applicants, inform candidates of results of final interview
- Assist with the processing of new hires; prepare and explain employee paperwork including employee benefits, procedures and physical requirements; distribute, collect and process various forms and applications; arrange and follow-up for clearance on fingerprints, physicals, examinations and other employment matters
- Assist with the coordination of the health and welfare benefit program including health, dental, vision, life, disability, retirement, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement
- Assist with audits and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations and other employee information
- Provide technical information on policies and regulations to current and potential employees; assist employees with questions or problems; answer inquiries concerning hiring procedure, salary and benefit questions and other personnel issues
- Provide support to the Human Resources Director and the School's bargaining team in negotiations with certificated and classified unions, including but not limited to the preparation, evaluation, and revision of bargaining proposals and counterproposals
- Assist in the development of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed
- Provide evaluation forms to administrators and classified managers; notify of due dates; monitor receipt of evaluations; send reminder notices on late evaluations
- Assist with distribution of letters regarding employment or other personnel matters including layoff, reasonable assurance and vacation; provide support to the Director Human Resources
- Update assigned databases and oversee updates on personnel records
- Assist with salary and reclassification studies; compile information; provide information for other organizations who request information for studies and surveys
- Assist with maintaining a variety of personnel records including seniority lists, employee rosters and re-employment lists; may compile reports for federal, local and private agencies
- Assist with research, compiling and providing information for reports and special projects
- Maintains confidential files and records relating to personnel transactions, grievances, disciplinary actions, contract administration and negotiations
- Prepare and distribute correspondence and informational materials as directed
- Serve as backup for the Human Resources Analyst II
- As assigned, assist Human Resources Analyst II to provide backup and support during peak workload periods and/or absences
- Perform related duties as assigned

Human Resources Assistant

KNOWLEDGE OF:

- HRIS database(s), performing data imports and extracts used for reporting
- Principles and practices of public personnel administration including recruitment, selection, and salary administration
- Applicable laws, codes, rules, regulations, policies and procedures affecting personnel
- Applicable sections of the State Education Code
- Operation of a computer and assigned software
- Modern office procedures and record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Telephone techniques and etiquette
- Research techniques and methods
- Interpersonal skills using tact, patience and courtesy
- Organizational operations, policies and objectives

ABILITY TO:

- Serve as a technical resource to employees regarding personnel functions, activities and requirements
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of personnel according to legal guidelines
- Process new personnel and conduct employee orientations as assigned
- Establish and maintain manual and automated employee records and files
- Ability to generate reports HRIS and other databases
- Compile and verify data and prepare reports
- Perform mathematical calculations accurately
- High attention to detail
- Effectively utilize word processing, spreadsheets, databases, Internet and E-mail software
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness
- Operate standard office equipment including a computer and assigned software
- Meet schedules and time lines
- Apply, explain, and enforce rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Perform filing, typing, duplicating and maintaining records
- Work confidentially with discretion
- Work independently with little direction

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

An Associate of Arts degree from a recognized college or 60 semester or equivalent quarter units from a recognized college or university with college-level course work in business administration, human resources, or a related field preferred.

EXPERIENCE:

Three years of increasingly responsible administrative, secretarial or clerical experience working in human resources administrator or an office with multiple, complex, organization-wide programs that have consequential deadlines. Intermediate skill level in Microsoft Office Suite including Excel, Word, PowerPoint and Outlook. Experience working with HRIS database to run queries, test and validate errors. Experience working in school district human resources is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment and throughout employment in a position in this classification. Personal transportation for job-related travel.

PHYSICAL DEMANDS: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting for extended periods of time. Bending at the waist, kneeling or crouching to file materials. Perform light physical exertion. Lift and carry 25 pounds.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date