



## JOB DESCRIPTION

**Position Code:** TBD  
**Management Group:** CONF  
**Salary Range:** C-35  
**Work Calendar:** 01  
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**POSITION TITLE:** Senior Analyst, Human Resources

**DEFINITION:** Under general direction, supervises, coordinates and performs complex technical and diversified tasks related to position control, preparation and processing of certificated and classified personnel transaction documents, interpretation and application of salary schedules and collective bargaining contracts, teacher credentialing and maintenance of personnel records. Provides direct supervision in designing, planning and implementing the day-to-day operations of the personnel office. Works in close collaboration with human resources directors in coordinating department operations.

**DIRECTLY RESPONSIBLE TO:** Directors, Human Resources

**SUPERVISION OVER:** Classified and certificated staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.)

1. Directs and manages the day-to day internal operations of the personnel department including supervision and evaluation of assigned personnel, communication, technology, records, workflow and other areas to ensure smooth and efficient delivery of services that comply with policies, regulations and laws.
2. Works closely with fiscal and budget services to ensure accuracy of position control records.
3. Oversees that all authorized positions are in the financial system in a timely fashion.
4. Provides technical assistance regarding employee attendance and leave of absence.
5. Revises and implements office procedures to assure accurate and timely employee tracking and reporting activity.
6. Serves as the subject matter expert for the leave program under general direction of HR leadership and supports the Americans with Disabilities Act (ADA) interactive process.
7. Identifies training needs for the department and works to create, develop and conduct training and development programs boosting the competencies of our employees.
8. Makes recommendations to the human resources directors regarding employees including appointments, duties, salaries, evaluations and other matters affecting their employment.
9. Assists in the development and monitoring of the district's evaluation process.
10. Establishes schedules, calendars, i.e., human resources' monthly and annual task calendar, and methods for providing optimum efficiency of daily operations.
11. Plans, develops, organizes and implements the district's recruitment programs for certificated and classified programs.

12. Implements policies on recruitment, testing, selections and assignments of all personnel.
13. Provides technical supervision to staff to ensure correct application of regulations, laws, guidelines and collective bargaining contracts.
14. Develops and implements a coordinated workflow of personnel actions to assure accuracy and timely submission to payroll.
15. Supervises the formulation and documentation of internal control procedures and support documents.
16. Supervises the receipt, audit, control and processing of all personnel transaction documents including but not limited to initial hire, contractual salary placement, salary increments, salary corrections, reassignment, leaves, work year changes and terminations.
17. Provides information to administrators and staff on personnel procedures, policies, regulations, collective bargaining contracts, salary schedules, work year calendars or other matters.
18. Creates, prepares and maintains a variety of forms, reports and data bases; operates computer and other standard office machines.
19. Remains current on human resources laws, court decisions and trends affecting both education and public sector.
20. Performs other duties as assigned.

#### **QUALIFICATIONS:**

##### Education and Experience:

Any combination of training, education, and/or experience equivalent to a Bachelors Degree in human resources, business administration or a closely related field and two years of responsible experience in human resources or a related field; one year of supervisory experience desirable. Any other training, education and experience which would provide the required skills, knowledge and abilities may be substituted.

##### Knowledge, Skills, and Abilities:

- Knowledge of current principles, practices and techniques of personnel administration, including recruitment, testing, interviewing, position classification, salary administration, credentials and certification
- Knowledge of applicable district policies, procedures, and bargaining contracts
- Knowledge of California Education Code
- Knowledge of state and federal laws relating to human resources such as the Family Medical Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge and skill in the use of computers and assorted software programs
- Ability to understand, interpret, apply and explain applicable rules, regulations, policies and procedures
- Ability to work effectively with all levels of district staff, stakeholders and members of the community

- Ability to communicate effectively both verbally and in writing with all levels of district staff, stakeholders and members of the community
- Ability to analyze data and prepare clear and concise written and verbal reports
- Ability to analyze situations and adopt an effective course of action
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor office and school environment
- Moderate noise
- Continuous contact with staff, students, parents and the community
- Frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about district sites, community business and offices to conduct work, including walking, sitting or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

#### Other Characteristics:

- Ability to work flexible hours as needed
- Ability to travel locally and to attend evening meetings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/23/23