

JOB DESCRIPTION
Puyallup School District
Unrepresented Level 14

HUMAN RESOURCES
SUPPORT ANALYST

Purpose Statement:

The job of Human Resources Support Analyst is done for the purpose/s of providing a wide variety of complex and confidential support within the Human Resources Department. The position is done for the purpose/s of analyzing personnel data, using strict regulations and guidelines, providing information to a variety of individuals/organizations; monitoring assigned programs and processes, ensuring compliance with bargaining agreements, state, and federal regulations and/or laws and communicating information to staff, the public, and other districts.

Essential Functions:

- Assists in processing leaves, preparing documentation, overseeing calculations and pay adjustments for the purpose of ensuring pay and staffing are accurate.
- Composes documents (e.g., correspondence, board agendas, reports, etc.) for the purpose of communicating information to school and district personnel, the public, school board, state officials, etc.
- Maintains online employee orientation for the purpose of ensuring employees are knowledgeable of current practices/administrative processes and are in receipt of required federal/state training.
- Conducts, presents and/or participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Develops and maintains information spreadsheets and para schedules and other documents for the purpose of supporting generalists and maintaining personnel management needs.
- Establishes and maintains good working relationships with district employees, generalists, and other HR staff for the purpose of supporting District strategic directions and goals in regarding to student learning.
- Evaluates educational documents, credentials, and prior educational experience for ESEA (e.g., credits, clock hours, prior experience, etc.) for the purpose of validating applicant eligibility and determining compliance.
- Interprets and applies collective bargaining agreement language for the purpose of delivering services in conformance with established guidelines.
- Maintains a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position, and complying with mandated requirements.
- Manages position requisitions and evaluates documentation (e.g., employment verification forms, applications, salary schedules, changes in employment status, credential renewals, etc.) for the purpose of disseminating information to appropriate parties assuring adherence to CBA, District policies and State requirements.
- Monitors a variety of processes for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Prepares various reports and related documents (e.g., agenda items, leave of absence, etc.) for the purpose of providing documentation and information to others.
- Researches employment laws and regulations for the purpose of implementing procedures to maintain compliance with current legal requirements.

- Research requests from certificated and classified employees for the purpose of providing accurate and timely responses that correctly reflect district policies, procedures, and/or contract restrictions or allowances.
- Completes special projects for the purpose of providing information and feedback and modifying business processes that will maximize the functionality of the system.
- Works closely with generalists for the purpose of resolving issues regarding staffing, human resources processes, or compliance with legal regulations, policies or collective bargaining agreements.

Other Functions:

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings for the purpose of conveying and/or gathering information.
- Attends district and area meetings related to human resources.
- Attends meetings as required by the department and related service organizations.
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position; work within the established working conditions of the position.
- Works a flexible schedule, which may include evenings and weekends.
- Performs other job functions as assigned.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform algebra; read and interpret technical contractual and legal information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: district personnel processes, procedures & policies; relevant provisions in union contracts; rules and regulations governing school staffing; and public education positions and required credentials.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting strict deadlines and schedules; working as part of a team; resolving conflicts; working with frequent interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Three to Five years of job-related experience within specialized field with increasing levels of responsibility is required.

Education: Bachelor's degree in job related area preferred. Years of experience in School District Human Resources may substitute for degree.

Required Testing

Pre-employment proficiency test

Certificates & Licensing

None

Continuing Education/Training

Up to date training in HR practices/policies/law

Clearances

Criminal Justice

Fingerprint/Background Clearance