

LYON COUNTY SCHOOL DISTRICT

Human Resources Talent Management and Data Analyst

Job Group: Human Resources

Classification: Classified Confidential

Terms of Employment: Pay Grade 28 on the Classified Salary Structure (12 month)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under direction of the Executive Director of Human Resources, performs a full range of duties and technical duties in the preparation, maintenance and analysis of human resources talent acquisition processes including recruitment, hiring and retention of staff, data analysis and reporting. Incumbent performs related work as required.

Positions in this class produce, process and maintain complex human resources statistical and financial records, which require originality, initiative, independent judgment and a broad knowledge and understanding of departmental record keeping procedures and processes. Incumbents in this classification typically create, review and/or process confidential, detailed and/or technical forms, files, and other documentation, associated with one or more district programs or program areas.

The Analyst differs from the Account Clerk and Administrative Assistant in that the consequences of error are greater, assignments are technically complex and of a more creative, evaluative and analytical nature, and the work requires greater knowledge of human resources and accounting practices and principles. The Analyst position is distinguished from other clerical classes by being regularly required to perform duties for a significant portion of time involving preparing, processing, and maintaining statistical records as well as human resources analytical support.

This position processes extremely sensitive and sometimes confidential employee information such as medical and conviction records, disciplinary actions, legal documents, etc., in a highly confidential and professional manner. Performs detailed research and data analysis of the district's workforce, compensation analysis of other similar entities, sources recruits via differentiated means, organizes, prepares materials for and registers the district for career fairs, works on special projects such as gathering and compiling information for the Executive Director of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works with the Executive Director of Human Resources on complex reports for the purpose of talent management, recruitment and retention of staff.
2. Sources prospective candidates who are dedicated to our students through a variety of methods including online websites, social media, in person career fairs, community events, and other opportunities.
3. Researches and analyzes data from other entities as needed for compensation studies.
4. Develops surveys and other methods to collect data for human resources analysis of workforce.
5. Assists Executive Director of Human Resources with the development, implementation and evaluation of programs for recruitment, selection, hiring, and retention of staff.
6. Completes fingerprinting of employees and background checks, working directly with employees and reporting issues to the Executive Director of Human Resources; collaborates with the state of Nevada criminal history repository, law enforcement, the child abuse and neglect registry and other agencies as required by Nevada Revised Statute.
7. Reviews and analyzes data for compliance with federal and state laws including the Social Security Administration for hires, Immigration Control and Reform Act (IRCA) regulations and others.
8. Researches and develops background information and data to be used for management decisions.

9. Recommends modifications to improve Human Resources workflow and/or procedures.
10. Collaborates with staff and administrators on hiring applicants and human resources supports in hiring processes.
11. Completes necessary statistical reports on an annual basis.
12. Monitors on-going program activities initiating or recommending changes to improve program efficiency; performs responsible clerical functions to accomplish assigned programmatic duties.
13. Conducts "special projects" which are used to determine if the program needs of the department are being met. These "special projects" are in addition to regular duties and each may last over a period of time with a well written conclusion at the end of the special project making a determination if the special project met the goals of the supervisor and the department mission.
14. Reviews and documents processes and business rules for human resources department processes.
15. Responsible for creating, updating and maintaining new employee orientation materials for continuous improvement of hiring onboarding processes.
16. Creates videos for human resources and benefits departments.
17. Performs all other duties as assigned.

ACCOUNTABILITIES: Works under the direct supervision and is evaluated by the Executive Director of Human Resources.

POSITION EXPECTATIONS:

1. Demonstrate effective written and oral communication skills.
2. Ability to work independently and as a team.
3. Demonstrate accurate typing skills at a rate of at least 50 WPM.
4. Familiarity with most commonly used computer programs, such as Word and Excel.
5. Knowledge of general office machines and telephone systems.
6. High degree of discretion dealing with confidential information.
7. Ability and willingness to work cooperatively with others by establishing and maintaining effective working relationships. .
8. Ability to travel for short business trips.
9. Effectively manage time and responsibilities by organizing priorities and meeting critical deadlines.
10. Ability to maintain accurate records and files.
11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers, and the community.
12. Regular and consistent punctuality and attendance are essential functions of the job
13. Knowledge of methods, practices and terminology used in computerized data processing as it relates to statistical record-keeping; applicable laws, rules and regulations governing the maintenance of human resources and statistical records; business mathematics; methods and techniques used in researching, proofing, evaluating, gathering, organizing, and arranging data; modern office procedures, practices, and equipment.
14. Skills needed: Using independent judgment in carrying out instructions concerning the maintenance of records; verifying, compiling, reconciling and interpreting data and drawing logical conclusions; preparing routine reports and correspondence and financial and statistical summaries; locating and correcting discrepancies or errors in statistical documents; operating standard office and electronic data processing equipment and computerized accounting systems; making mathematical computations rapidly and accurately; meeting critical deadlines; understanding and carrying out oral and written instructions; establishing and maintaining effective working relationships with those contacted in the course of work.

POSITION REQUIREMENTS: Education and Training:

1. High School Diploma or equivalent, and

2. 3 years human resources experience including recruitment, hiring, record maintenance, analyst, generalist, or other human resources practices, preferably within a public entity.

Associates degree in Human Resources or Business Administration and experience working within a public entity preferred.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting		X		
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying	X			

objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping Handling		X		
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet	X			
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day	X			
Overtime/Irregular Hrs	X			
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision			X	
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination		X		
Hearing Protection	X			
Speech Discrimination			X	
Audio Alarms				
Ability to Smell	X			

An Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____